



ADMINISTRATIVE PROCEDURES

Procedure Number: 49-6

Effective Date: 07/01/2008

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C. Dunkelberg
County Administrator

SUBJECT: **COUNTY VEHICLE MARKING PROCEDURE**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

1. STATEMENT

The objective of this procedure is to create a standard for vehicle marking to ensure all County vehicles are easily identified by the public. Having the vehicles clearly marked and identifiable will deter any unofficial use, and in doing so, reduce the number of vehicle miles traveled. This procedure pertains to all County licensed vehicles and non-licensed off-road equipment.

2. PROCEDURE

2.1 AUTHORITY

The Arizona Revised Statute (ARS) §38-538.B states:

A motor vehicle owned or leased for six months or more by a political subdivision of this state shall:

1. Bear the designation of the name of the political subdivision of this state and the department or agency of the political subdivision that owns or leases the motor vehicle in a visible manner as determined by the political subdivision.
2. Have placed on the motor vehicle in a visible manner as determined by the political subdivision the designation "For Official Use Only."

Failure to comply with ARS §38-538 subjects the County to criminal sanctions. Fleet Services is the only department authorized to mark County vehicles. All County vehicles that have a government plate (G or PS plate), alternate fuel plate, or any plate other than an authorized undercover plate are subject to this procedure, including: cars, trucks, heavy trucks, and off-road equipment.

3.2 EXEMPTIONS

Vehicles used to conduct rehabilitation or social service programs, felony investigations, or activities of a confidential matter may be exempt from this Procedure. The Appointing Authority shall provide Fleet Services with sufficient

written justification for the exemption in order for Fleet Services to submit the request to the Board of Supervisors for approval as required by ARS §38-538.03. The request shall state with specificity the nature of the rehabilitation or social services, felony investigations, or other activities of a confidential nature.

3.3 MARKING STANDARD

All County vehicles, heavy trucks, and off-road equipment will have the following markings:

- "For Official Use Only" will be placed on doors.
- The Pima County logo will be placed below the "For Official Use Only" decal.
- The name of the department will be placed below the County logo.
- The "How's My Driving?" bumper sticker will be placed on the rear bumper.

Fleet Services reserves the right to make modifications to markings and locations provided the vehicle is clearly identified as a County vehicle for official use only.

3.4 RESPONSIBILITY

Fleet Services shall be responsible to ensure all vehicles have the proper markings.

Individual departments are to ensure the markings remain legible. In the event the markings become illegible, the department's transportation coordinator is to contact the Service Writers Division of Fleet Services and schedule an appointment to have the problem corrected. Employees shall not tamper with the markings or bumper stickers. Employees caught vandalizing the markings or bumper stickers shall be subject to discipline, up to and including dismissal.

Departments that mark their vehicles without Fleet Services permission will be charged back for the cost of the removal of said markings.