



ADMINISTRATIVE PROCEDURES

Procedure Number: 49-6

Effective Date: 07/01/2008

Revision Date: 04/01/2011


County Administrator

SUBJECT: **County Vehicle Marking Procedure**

DEPARTMENT RESPONSIBLE: **Fleet Services Department**

I. 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. This procedure will also enforce the Board of Supervisors Sustainability Resolution by 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 does not pertain to vehicles in the Sheriff's Department.

II. BACKGROUND

This procedure supersedes BOS Equipment Use Policy 49.1.Section 7

II. PROCEDURE

AUTHORITY

The Arizona Revised Statute 38-538B 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".

Fleet Services is the only department authorized to mark County vehicles. All County vehicles that have a government plate (G or PS plate) or alternative fuel plate are subject to this procedure including cars, trucks, heavy trucks and off road equipment.

MARKING STANDARD

1. All County cars and light trucks up to 1.5 tons will have the following markings;

- "For Official Use Only" will be placed on doors.
- "Pima County" will be placed below the, For Official Use Only decal.
- The County Seal will be placed below "Pima County" decal.
- The name of the department will be placed below the County seal.
- The "How's My Driving?" bumper sticker will be placed on the rear bumper. These are provided by Finance and Risk Management.

2. Heavy Trucks and off road equipment will have the following markings;

- "For Official Use Only" will be placed on doors.
- "Pima County" will be placed below the, For Official Use Only decal.
- The County Seal will be placed below "Pima County" decal.
- The name of the department will be placed below the County seal.
- The "How's My Driving?" bumper sticker will be placed on the rear bumper. These are provided by Finance and Risk Management.

Given the variety of door sizes and shapes Fleet Services reserves the right to choose the appropriate size of lettering and to place the markings on the most visible part of the vehicle.

Fleet Services reserves the right to make modifications to markings for the heavy trucks and off road equipment to accommodate the unusual equipment shapes and sizes.

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 Departmental Transportation Coordinator is to contact the Fleet Services, Service Writers Division 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 progressive discipline up to and including termination.

No other markings are allowed on the vehicle without first getting permission from the respective Department Director and Fleet Services Director or designee.

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

EXEMPTION

Exemptions to this procedure may be granted by the Fleet Services and Finance & Risk Management Directors or designees.