



# ADMINISTRATIVE PROCEDURES

Procedure Number: 49-6

Effective Date: 10/01/2008

Revision Date: \_\_\_\_\_

*C. D. Mulhany*  
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 policy 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 policy does not pertain to vehicles in the Sheriff's Department.

## II. BACKGROUND

This policy supersedes BOS Equipment Use Policy 49.1.Section 7.1,2

## II. PROCEDURE

### AUTHORITY

The Arizona Revised Statute 38-535B 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 policy 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 door using 1 and ¼ inch lettering at a minimum.
  - “Pima County” will be placed below the, For Official Use Only decal using 2 inch lettering at a minimum.
  - The County Seal will be placed below “Pima County” decal. The seal is 10 inches in diameter.  
The name of the department will be placed below the County seal using 1 and ¼ inch lettering at a minimum.
  - 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 will have the following markings;
  - “For Official Use Only” will be placed on door using 1 and ¼ inch lettering at a minimum.
  - “Pima County” will be placed below the, For Official Use Only decal using 2 inch lettering at a minimum.
  - The County Seal will be placed below “Pima County” decal. The seal is 10 inches in diameter.
  - The name of the department will be placed below the County seal using 1 and ¼ inch lettering at a minimum.  
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 place the markings on the most visible part of the vehicle.

### 3. Off Road

- For Official Use Only” will be placed on door using 3 inch lettering at a minimum.
- “Pima County” will be placed below the, For Official Use Only decal using 3 inch lettering at a minimum.
- The County Seal will be placed below “Pima County” decal. The seal is 10 inches in diameter.
- The name of the department will be placed below the County seal using 3 inch lettering at a minimum.

Given the variety of door sizes and shapes Fleet Services reserves the right to place the markings on the most visible part of the equipment.

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**

All exemptions from this procedure will be granted by the Board of Supervisors for a one year period of time.