



## TEXAS TECH UNIVERSITY

### Operating Policy and Procedure

#### **OP 80.01: Painting University Vehicles and Equipment**

**DATE:** February 7, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish a standard policy for painting university vehicles and equipment, as well as requirements for inscribing vehicles and equipment.

**REVIEW:** This OP will be reviewed in February of even-numbered years by the Senior Managing Director of Transportation & Parking Services and the Associate Vice President for Operations with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer (SVPAF/CFO).

#### **POLICY/PROCEDURE**

##### **1. University Vehicles**

###### **a. University-Owned Vehicles**

All Texas Tech University-owned vehicles are to be painted white. New vehicles purchased will include specifications that they will be white. Previously owned vehicles that are purchased or donated will be repainted white if they are another color at the time of acquisition. (Refer to [OP 72.15, Purchasing/Leasing Motor Vehicles](#), for specific purchasing requirements beyond color choice.)

Any request for an exception to the color above will be submitted in writing to the Vehicle Fleet Management Office (TTU – Transportation & Parking Services, MS 3161/Box 43161). Justification for exception must be approved and signed by the applicable department head and vice president. The Vehicle Fleet Manager will forward the justification to the SVPAF/CFO, who will forward it to the President. The President will provide Vehicle Fleet Management with a documented recommendation. The Vehicle Fleet Manager will then notify the applicable department and provide a copy of the approval for submission to Procurement Services along with the purchase order.

###### **b. University-Owned Trailers and Equipment**

Trailers or other equipment normally used with such vehicles will be painted white unless the function of the equipment would normally dictate a different color.

##### **2. University Vehicle and Equipment Inscription**

- a. All university-owned motor vehicles, off-road utility vehicles (such as golf carts, etc.), trailers, and semi-trailers will have “Texas Tech University” painted and/or stenciled in black letters on both sides, a minimum of two inches high, as required by [§ 51.932, Education](#)

Code. Helvetica Bold, two inches tall, is the required font. The inscription must be in a color sufficiently different from the body of the motor vehicle so that the lettering is plainly legible at a distance of not less than 100 feet. Decals of the Texas Tech University seal and “double T” may not be placed on vehicles or equipment without required approval from the President. Department logos and symbols are not to be placed on university-owned vehicles/equipment without required approval from the President.

Any request for an exception to the decal or department logo policy above will be submitted in writing to the Vehicle Fleet Management Office (TTU – Transportation & Parking Services, MS 3161/Box 43161). Justification for exception must be approved and signed by the applicable department head and vice president. The Vehicle Fleet Manager will forward the justification for consideration by the SVPAF/CFO, who will forward it to the President. The President will provide Vehicle Fleet Management with a documented recommendation. The Vehicle Fleet Manager will then notify the requesting department and provide a copy of the approval for submission to Procurement Services along with the purchase order.

- b. It shall be the responsibility of the department head with control over the vehicle to ensure that the vehicle is inscribed as provided by state law and painted following university guidelines.

Additionally, as the vehicle ages, the inscription may begin to show wear and become difficult to read. Department heads are also responsible for maintaining the lettering to ensure the university’s name is legible.

- c. State law also provides that any person who drives any automobile, truck, or other motor vehicle belonging to the state on the streets of any town, city, or highway without the inscription commits a Class C misdemeanor offense (inappropriate registration of a vehicle).

### **3. Loaned Vehicles and Equipment**

Loaned vehicles may be inscribed with the name of the university activity using the equipment, the name of the organization loaning it, or both. In each case, the SVPAF/CFO, through the President, will approve the proposed signs on loaned vehicles to ensure they are compatible with the image of the university as a major institution for education, research, and public service.