



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 63.07, **Vehicles - Inscription and Painting**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a standard policy for painting and inscribing all TTUHSC El Paso-owned vehicles and equipment in accordance with state law, Texas Tech Identity Guidelines and TTUHSC El Paso policies.

**REVIEW:** This HSCEP OP will be reviewed on May 15 of each even-numbered year (ENY) by the Managing Director of Parking & Transportation Services with recommendations for revisions submitted to the chief operating officer or designee by May 31.

### **POLICY/PROCEDURE:**

#### **I. Background**

Texas Education Code §51.932 states, "A motor vehicle, trailer, or semitrailer that is the property of and used exclusively by any institution of higher education as defined by Section 61.003 must have the name of the institution printed on the side of the vehicle. The inscription must be in a color sufficiently different from the body of the vehicle and must be of letters of sufficient height so that the lettering is plainly legible at a distance of not less than 100 feet." Additionally, Texas Transportation Code Chapter 721 states, "The title of the state agency must be in letters not less than two inches high."

In order to meet these requirements, all university owned motor vehicles are to be white in color with "Texas Tech University Health Sciences Center El Paso" printed in black on the sides of the vehicle, preferably on driver and passenger doors or similar position. The lettering is two inches tall in Helvetica Bold font. Vehicles used by commissioned peace officers are automatically exempted.

State law also provides that any person who operates 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.

#### **II. TTUHSC El Paso Vehicles and Equipment Inscription**

- A. Decals of the TTUHSC El Paso seal, shield or the "double T" may not be placed on university-owned vehicles or equipment. Departmental or campus specific logos and symbols may not be placed on university-owned vehicles or equipment.
- 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 TTUHSC El Paso identity guidelines. Additionally, as the vehicle ages, the inscription may begin to show wear and make it difficult to read. Department heads are also responsible for maintaining the lettering to ensure the university's name is legible.

#### **III. Acquisitions**

Any vehicle, trailer, or equipment subject to licensing and/or vehicle inspection will be painted white and inscribed as indicated above. 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 HSCEP OP 72.11, *Purchasing/Leasing Motor Vehicles*, for specific purchasing requirements beyond color choice.)

Any vehicle, trailer, or equipment *not* subject to licensing and/or inspection and *not* driven on Texas roadways is exempt from the white color and inscribing "Texas Tech University Health Sciences Center El Paso" in two inch tall letters. Equipment such as a fork lift or lawn mower is typically included in this category.

***It is the responsibility of the department head to ensure that golf carts, utility vehicles, or any other equipment operated on a municipal street or on a highway has the inscription required by law.***

#### **IV. Leased and Loaned Vehicles and Equipment**

Leased and loaned vehicles, including leased trailers and other towed equipment normally used with the vehicles, are exempt from the white color requirement and inscription as a TTUHSC El Paso vehicle.

Loaned vehicles may be inscribed with the name of the university activity using the equipment, the name of the organization loaning it, or both. Vehicle custodians should follow the procedure for Exceptions.

#### **V. Exceptions**

Any request for an exception to the color, inscription, or logo use above will be submitted in writing to the TTUHSC El Paso Office of Vehicle Fleet Management, 5001 El Paso Dr. El Paso, TX, 79905. Justification shall include the purpose served by the exception.

Color exceptions: Justification must include reason why white paint was not chosen and the proposed color of the vehicle and the proposed color of the inscription. The inscription must be in a color sufficiently different from the body of the vehicle and must be of letters not less than two inches tall so that the lettering is plainly legible at a distance of not less than 100 feet.

Inscription or logo exceptions: Justifications for exemptions must include a color mock-up of the proposed design to be approved by the Communications and Marketing Office. A motor vehicle, trailer, or semitrailer that is the property of and used exclusively by TTUHSC El Paso must have the name of the institution printed on both sides of the vehicle, preferably on driver and passenger doors or similar position.

Requests for exception must be approved and signed by the applicable department head and chief operating officer or designee. The TTUHSC El Paso Office of Vehicle Fleet Management (OVFM) will review and forward the justification to the chief operating officer or designee for consideration. If approved, the TTUHSC El Paso OVFM will provide the requesting department a copy of the approval for submission to Purchasing.