



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

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

REVIEW: This HSC OP will be reviewed on May 15 of each even-numbered year (ENY) by the Director of General Services and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations by May 31.

POLICY/PROCEDURE:

1. 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 sides 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" printed in black on the sides of the vehicle, preferably on driver and passenger doors or similar positions. The lettering is two inches tall in Charter font with the Double T – standard center-aligned TTUHSC logo. The Double T will be eliminated when space does not allow for the complete official logo. 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.

2. TTUHSC Vehicles and Equipment Inscription

- a. Decals of the TTUHSC seal, shield, or the "double T", other than the approved official version, 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 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.

3. **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 HSC 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" in two-inch-tall letters. Equipment such as a forklift 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.

4. **Leased and Loaned Vehicles and Equipment**

Leased and loaned vehicles must comply with all applicable inscription regulations when Exempt plates are issued to the 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.

5. **Exceptions**

Any request for an exception to the color, inscription, or logo use above will be submitted in writing to the TTUHSC Office of Vehicle Fleet Management (OVFM) – BA 350, 3601 4th St., Stop 9012, Lubbock, TX 79430-9012. 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 Communications and Marketing. A motor vehicle, trailer, or semitrailer that is the property of and used exclusively by TTUHSC 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 dean or vice president before submitting to the TTUHSC OVFM. The TTUHSC OVFM will review and forward the justification to the Vice President and Chief Financial Officer for consideration. If approved, the TTUHSC OVFM will provide the requesting department a copy of the approval for submission to Purchasing.