

<b>UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION</b>			
<b>Section:</b>	<b>Fleet Operations</b>	<b>Procedure Number:</b>	<b>FO-05</b>
<b>Subject:</b>	<b>Vehicle Signage</b>	<b>Effective Date:</b>	<b>May 2023</b>
		<b>Revised Date:</b>	
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	

**Standard Operating Procedure**

To promote a standard for vehicle signage to represent The University of Toledo across the community.

**Purpose**

To ensure the signage is esthetically pleasing and consistent across all departments and vehicles.

**Procedure**

1. All University of Toledo owned/leased vehicles must be identifiable through a University branded sign or decal.
2. Signage will be ordered through Facilities & Construction upon request of responsible department.
3. Cost of signage will be billed back to the responsible department.
4. Signs will measure 9” x 24” and be magnetic for ease of removal and transfer.
5. Signs will clearly display the approved UT sign logo and will not have any customization outside of department name – which must be approved by Facilities & Construction before production.
6. Signs must be visible on each side of vehicle.
7. Signs will be the property and responsibility of the responsible department in the event the vehicle is no longer used, removed from service or transferred to another department.
8. If signs are no longer being utilized, they should be disposed of properly.
9. Use of UT vehicle signs on a personal vehicle may result in disciplinary action.