

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Support Services/Asset Management	<b>Reference Number:</b> IVE01-0004	<b>Revises Previous Effective Date:</b>  12/31/01
<b>Subject:</b> Vehicle Markings and Colors		
<b>Authority:</b> Bell	<b>Effective Date:</b> 4/01/03	Page 1 of 2

**I. POLICY:**

To properly identify GDC vehicles and to allow selected vehicles to remain unmarked...

**II. APPLICABILITY:**

Applicable to All Georgia Department of Corrections

**III. RELATED DIRECTIVES:**

- A. OCGA's: 40-2-35; 50-19-1; 50-19-2; 50-19-6
- B. DOAS Motor Vehicle Management Manual

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. All vehicles operated by the department will be marked with government tags, seals and inventory numbers except those approved by the Commissioner and/or Department of Motor Vehicle Safety as provided by O.C.G.A. section 40-2-35.
  - 1. Decals will be affixed to the front doors of all vehicles except trucks over one (1) ton.
  - 2. Round seals will be affixed to the front doors or side of vehicles one (1) ton and over.

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3. An inventory number will be assigned to each vehicle by Fleet Management Section as received. This number, in 2-inch black decal numbers (or white 2-inch decal numbers if vehicle is black), will be affixed to the left front and right rear of all vehicles, except certain types of trucks. The numbers must be clearly visible when approaching the vehicle from the front or rear and should be in a standard location for each type vehicle. On certain type trucks, the rear number is to be affixed on the right-rear corner of the cab. On unmarked vehicles, these numbers will be placed under the hood and deck-lid.
  4. Replacement decals and inventory numbers are available from Fleet Management Section.
  5. The Commissioner and/or Department of Motor Vehicle Safety, in accordance with O.C.G.A. Section 50-19-1, 50-19-2 and 50-19-6, will designate vehicles exempt from decals, seals, and government tags.
    - a. Motor Vehicle Task Description Form will identify that a vehicle is unmarked and note purpose for such.
    - b. The Commissioner and Department of Motor Vehicle Safety must approve all requests for exemption.
  6. Fleet Management will provide transfer buses with round seals affixed to the front and rear of vehicle; Georgia Department of Corrections lettering will be affixed to sides of vehicle; and, 2" black decal numbers will be affixed to the left front and right rear of vehicle. The owning division will be responsible for any additional or specialized markings.
- B. Used vehicles acquired can be any color except School Bus Yellow which, by State law, is reserved for school buses only. Any yellow bus acquired must be painted white with red stripe.

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