



**ADMINISTRATIVE POLICIES  
AND PROCEDURES**  
State of Tennessee  
Department of General Services

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<b>Effective Date:</b> 02-11-2014	
<b>Distribution:</b> Departments and Agencies Utilizing MVM Vehicles and Equipment	
<b>Revision Date:</b> 02-11-2014	
<b>Supersedes Policy Dated:</b> 02/01/05	

**Approved by: Commissioner Bob Oglesby**  
**Signature:**

**Policy: Identification of State Owned and/or Operated Motor Vehicles and Equipment**

- I. **AUTHORITY:** TCA § 4-3-1105(10) "...the division of Motor Vehicle Management is required to study the use of state-owned automobiles by the state departments, offices and agencies, and establish rules and regulations for the housing, repair and operation of such automobiles..."
- II. **POLICY:** It is the policy of the Department of General Services Division of Motor Vehicle Management to establish requirements pursuant to Chapter 800 of the Public Acts of 1976 governing the identification of motor vehicle and equipment owned and/or operated by the State of Tennessee.
- III. **PURPOSE:** To establish the policies and procedures pursuant to Chapter 800 of the Public Acts of 1976 governing the identification of motor vehicles and equipment owned and/or operated by the State of Tennessee. To provide for the distinctive and uniform marking of vehicles owned and/or operated by the State of Tennessee. The two instruments employed toward this objective are State service license tags and emblems. This policy does not apply to leased vehicles.
- IV. **APPLICATION:** All State Departments and Agencies utilizing Motor Vehicle Management vehicles and/or equipment.
- V. **RESPONSIBILITY:** Although the intent of this plan is to provide a single form of identification, Agencies that operate motor vehicle fleets independent of the one maintained by the Department of General Services, or whose functions require, may submit separate plans for the identification of the motor vehicles assigned by that Agency. Plans prepared by those Agencies will be required to conform to the criteria specified in this document and shall be subject to the approval of the Commissioners of the Department of finance and Administration and the Department of General Services. Upon approval of Agency plans, those plans shall become part of the general provisions governing the identification of State-operated motor vehicles and equipment.
- VI. **DEFINITIONS:**
  - A. **Special Markings** – Any additional markings or decals other than currently approved.
  - B. **State Service License Tags** - "S", "EM", "GC", or "AT" series of government tags.
  - C. **Regular Series Plates** – Non-government tag with vehicle assigned county registration.
- VII. **PROCEDURE:**

**State Service License Tags:** All motor vehicles and equipment owned or operated by State

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shall be of such distinctive design as approved by the Commissioner (Department of Safety, Tennessee Code Annotated, § 55-1-111(1) and shall not display the year of issuance." Vehicles will be marked with an "S" series tag. Equipment will be marked with an "EM", "GC", or "AT" series tag.

**Regular Series Plates:** State motor vehicles may be issued regular series license plates based upon the following criteria:

1. The vehicle is utilized for law enforcement purposes as provided in Tennessee Code Annotated, § 55-4-223(d) which reads in part, "Upon the further certification of the person authorized by this section to apply for registration that issuance of plates has been requested for vehicles assigned for use in the investigation of actual or suspected violations of the law, the department may issue plates or authorize issuance thereof from the regular series used for non-tax exempt vehicles."
2. The vehicle is assigned for the use of a Commissioner or staff personnel of comparable rank, particularly those whose official duties require them to be on call to the Governor on a twenty-four (24) hour a day basis.
3. That the vehicle is assigned to Departments/Agencies whose function would be enhanced by the issuance of regular series plates.
4. Requests for regular series license plates are to be submitted to Motor Vehicle Management, on the appropriate request form supplied by Motor Vehicle Management. Requests must be accompanied with written justification which clearly describes the individual's job classification and the special requirements for anonymity afforded by regular series license tags. Authorization requests shall be submitted to and require the approval of:
  - The respective Commissioner or Agency head,
  - The Director and/or Assistant Director of Motor Vehicle Management, and
  - The Commissioner of the Department of General Services, or his/her designee.

Regular series plates shall be renewed annually on a renewal request application generated and submitted by Motor Vehicle Management to the affected Department(s) and Agency Head(s) for approval. The approved renewal request application must then be submitted for final approval to Motor Vehicle Management by the Department or Agency at least thirty (30) working days prior to the expiration of the previous authorization. Renewal requests require the approval of:

- The respective Commissioner or Agency Head,
- The Director and/or Assistant Director of Motor Vehicle Management, and
- The Commissioner of the Department of General Services, or his/her designee.

**Marking of State Vehicles** - Motor vehicles owned or maintained by the Department of General Services, unless governed by an approved optional plan, shall be affixed with a decal whose design has been approved by the Commissioners of the Department of Finance and

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Administration and the Department of General Services. The emblem shall have a minimum surface area of sixty (60) square inches with the words "State of Tennessee" and "Official Use Only" prominently displayed. The decal shall be visible from both sides of the vehicle and, unless the vehicle's design prohibits, displayed on the passenger and driver's door. The general provisions governing the placement of decals shall apply to all motor vehicles owned or operated by State Government with the exception of the following:

1. Those vehicles issued regular series license tags;
2. Those vehicles provided for the use of Commissioners or assigned to personnel in comparable positions, subject to the approval of the Commissioners of the Department of Finance and Administration and the Department of General Services; and
3. Those vehicles exempted by criteria established in plans approved under the guidelines of this document.

**Special Markings**- those Agencies operating motor pools other than that maintained by the Department of General Services may file for approval supplemental plans for the marking of those vehicles. If no such plan is approved by the Department of Finance and Administration and the Department of General Services, the procedures and policies set forth in this document shall govern the markings of the motor vehicles operated by or assigned to those Agencies.

To receive approval the plan shall specify the following:

1. The design of the decal - it must have a minimum surface area of sixty (60) square inches and contain either the Agency name (or the appropriate abbreviation) or the words "State of Tennessee". All decals must contain the words "Official Use Only";
2. The location of the identifying emblem;
3. The criteria employed to determine on which vehicles the approved emblem would be affixed;
4. An indication of the approximate cost of identifying the vehicles; and
5. Justification for permitting a separate marking procedure for the respective Agency.

**Supplemental Plans** - The preparation of supplemental plans shall be governed by the following:

1. Filing of a letter of intent to prepare a separate procedure with the Commissioner of General Services; and
2. Three (3) copies of the written plan filed with the Commissioner of the Department of General Services.

Supplemental Plans will be approved or denied by the Department of General Services and the Department of Finance and Administration within a reasonable time or sixty (60) days

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from the date of submission of the supplemental plan by the department or agency. If approved, the Agency head must file a letter with the Department of General Services certifying that the approved supplemental plan has been implemented and will be enforced. All supplemental plans and appropriate correspondence shall become part of the Motor Vehicle Management general plan and shall be maintained by the Director of the Division of Motor Vehicle Management.