

Chapter 04 | Quality Assurance

04.03 Uniform Guideline

GENERAL

These guidelines cover the appropriate attire required for people performing custodial care, landscape maintenance and facility and maintenance services at WisDOT roadside facilities in the RAM/SWEFM Programs.

PRESCRIBED OUTERWEAR

The roadside facility uniform will be as follows:

- **Pants and Shorts:** Pants and shorts can be of any material that is deemed safe and comfortable for the employee (excluding spandex yoga type material). Acceptable colors are medium to dark khaki, grey, or blue jeans. All pants and shorts must be free of rips, holes, tears, and stains while always giving a professional image.
- **Caps:** Baseball-style hats or brimmed hats (for sun protection) are considered optional apparel. All hats must be free of logos, writing, or advertising. Acceptable colors are khaki, grey, or high-visibility yellow.
- **Shirts:** Service Providers are encouraged to work with local Wisconsin-based companies to source t-shirts, long sleeve t-shirts, or hooded sweatshirts. If a local source is not available, Service Providers may work with online retailers of their choosing to source their clothing requirements. All shirts and hooded sweatshirts must be high-visibility yellow, incorporating reflective properties for enhanced safety.
- **Jackets/Vests:** Service Providers shall provide jackets/vests that are high-visibility yellow to include reflective properties for safety. Service Providers may choose the type and style deemed most appropriate for the kind of work being performed, with approval.
- **Logos and Titles:** Logos MUST be installed on the left breast side of the shirt, jacket, vest, or parka. All employees must always have the logo visible on their outermost garment. If desired, the following titles are approved for printing on the right breast side of the shirt: “Manager” or “Supervisor.”

DRESS CODE

The following rules, which take into account considerations of presentation, safety, and ethics, shall be observed while work is performed at WisDOT roadside facilities:

- All employees shall wear the prescribed outerwear. If the prescribed outerwear cannot be provided to the employee prior to assignment to the roadside facility work crew, a temporary identifier or tag shall be worn so that it is visible to the public. Prescribed outerwear shall be provided as soon as possible.
- All clothing worn by employees shall be clean with a tidy appearance.
- Appropriate closed-toed shoes must be worn at all times. Sandals are not permitted.

- When wearing the prescribed uniform, no hats, shirts, or jackets with other language, logos, or pictures are to be worn at any time.

(OPTIONAL) UNIFORM ORDER GUIDELINE

The following rules, which take into account considerations of presentation, safety, and ethics, shall be observed while work is performed at WisDOT roadside facilities:

- Order from Reflective Apparel Factory (they already have the screen set up – you may order from elsewhere but may have to pay for screen set up)

1-866-998-2649 | Extension 109

www.reflectiveapparel.com

State that you are ordering the Roadside Facilities logo and font style on the shirt or jacket. Logo will be over the left breast; title will be over the right breast if the title is desired.

Approved Items:

- Polo shirt (lime)
- Polo shirt with reflective trim (lime)
- Bomber jacket (lime)
- Parka
- Windbreaker (lime)
- Safety vest
- Hooded, zippered sweatshirt (lime)
- Sweatshirt (lime)