

WEST VIRGINIA ADMINISTRATIVE REGULATIONS
Department of Motor Vehicles

Chapter 17A-2
Series I
(1964)

Subject: Structural Organization of the Department of Motor Vehicles

Section I. General

Upon mature consideration by the Commissioner of Motor Vehicles, and in accordance with the provisions of Chapter 17-A, Article 2, Section 7 of the Code of West Virginia, 1931, as amended, it is determined that in order to segregate and conduct the duties of the Department properly, the structural organization of the Department of Motor Vehicles shall be, and the same is, hereby established as follows:

The Department shall be composed of the following divisions, all under the general supervision and administration of the Commissioner of Motor Vehicles:

- (1) Accounting Division;
- (2) Data Processing Division;
- (3) Title and Registration Division;
- (4) Operator's and Chauffeur's Division;
- (5) Safety Responsibility Division;
- (6) Driver Improvement Division.

Each division, except the Driver Improvement Division, shall be headed by an employee or assistant called a "Director", except that if a Director has not been named for any particular division, such division shall be headed by an employee or assistant called an "Assistant Director" or "Supervisor".

The Driver Improvement Division shall, until the appointment of a "Director" be headed by an employee or assistant called "Chief Reviewing Officer". There shall also be an assistant to the Commissioner whose title shall be "Deputy Commissioner of Motor Vehicles" Such Deputy Commissioner shall perform all of the duties assigned to him by the Commissioner in accordance with the provisions of Chapter 17-A, Article 2, Section 11 of the Code of West Virginia, 1931, as amended. As the title implies, such Deputy Commissioner shall be subordinate only to the Commissioner, and shall act for the Commissioner in his absence and at any other time when so directed by the Commissioner.

The Safety Responsibility Division, the Operator's and Chauffeur's Division and the Driver Improvement Division, and the head of each, shall all operate under the immediate supervision of an employee or assistant whose title shall be "Deputy Commissioner In Charge of Driver's Licenses". As this title implies, such Deputy Commissioner In Charge of Driver's Licenses shall be subordinate only to the Commissioner and Deputy Commissioner of Motor Vehicles. (All references herein to "Deputy Commissioner" refer to the Deputy Commissioner of Motor Vehicles and not to the Deputy Commissioner in Charge of Driver's Licenses. The full title shall be used when reference is made to the latter position.) All assistants and employees employed by the Commissioner for the efficient operation of the Department shall possess all of the qualifications prescribed by the Commissioner from time to time. Their duties shall be fixed by the Commissioner, and they shall serve at the will and pleasure of the Commissioner. Within legislative appropriations for such purposes, the Commissioner shall

fix the salaries of all assistants and employees.

The structural organization of the Department may be altered from time to time by General Order of the Commissioner.