

continuous flow of information about driver licenses and driver and vehicle registration records.

The Division also maintains a Print Shop where many of the scores of forms used by the various Divisions of the Department and law enforcement agencies are printed. The Division includes the Multiple Switchboard Section which handles the thousands of calls received at the Department daily; the Incoming and Outgoing Mail Section which in addition to processing an average of 8,000 pieces of mail daily, mails out approximately three-quarters of a million license plates annually; a Vehicle Maintenance Shop which maintains ninety-one motor vehicles used by the Department's License Examiners, Investigators, Driver Rehabilitation Clinic personnel and staff; a Medical Unit which is staffed by a full-time registered nurse to accommodate the medical needs of the public and the Department's employees; a Storeroom which provides storage for the Department's forms, equipment, license plates and documents; a Change of Address Unit which processes all changes of address regarding driver licenses and vehicle registration; an Information and Assistance Unit which advises and guides the general public and assists in the completion of the Department's forms; a Cafeteria which is operated by a concessionaire; and a Security Unit. The Personnel Section interviews and screens applicants for positions with the Department, in addition to coordinating all agency personnel activities with the office of the Commissioner of Personnel. It also recruits and hires temporary employees to cope with fluctuations in the volume of work precipitated by the Department's annual tag rush and other activities. The Personnel Section is also responsible for the maintenance of all personnel records, the training of employees, the administration of a wage and salary program, job classification, and for the conduct of departmental tours and orientation programs (Code 1957, 1967 Repl. Vol., Art. 66½, secs. 4-6, 10, 22-29, 90, 116-35, 341; 1968 Supp., Art. 66½, secs. 8, 86A, 114A, 118-123).

Appropriations	1969	1970
Special Funds .....	\$ 9,907,737	\$12,516,921
Staff: 1,125.		

#### UNSATISFIED CLAIM AND JUDGMENT FUND BOARD

Chairman: Albert W. Hegwood, 1970

Vice Chairman: J. Cavendish Darrell, 1970

Secretary: Benjamin L. Brown, 1970

Ex officio members: John R. Jewell, Commissioner of Motor Vehicles; Newton I. Steers, Jr., Insurance Commissioner.

Appointed members: Paul E. DuPont, 1970; Walter W. Falck, 1970; Willie Runyon, 1970; John P. Stritehoff, 1970; Norman F. Summers, 1970.

Manager: John H. Calhoun

Assistant Manager: Henry B. Suter

Accounting Associate II: Josephine R. Brewer

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The Unsatisfied Claim and Judgment Fund Board, established by Chapter 836, Acts of 1957, consists of the Commissioner of Motor Vehicles and the Insurance Commissioner, ex officio; four representatives of insurers appointed annually in July by the Insurance Commissioner for one-year terms, and four members representing the public appointed annually by the Governor by Chapter 557, Acts of 1965.

The Board administers the Unsatisfied Claim and Judgment Fund, which was created from the following sources: (1) an \$8.00 fee paid