

**FISCAL YEAR 2002**

**Guidelines For The Submission Of  
Highway Safety Grant Applications**

**Under United States Department Of Transportation  
Highway Safety Funds**

**Federal Program Number 20.600**

**Issued By:**

**Virginia Department Of Motor Vehicles  
Transportation Safety Services – Room 405  
Post Office Box 27412  
Richmond, Virginia 23269**

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# TABLE OF CONTENTS

## **I INTRODUCTION**

- 1.1 Purpose Of This Document
- 1.2 Organization Of This Document
- 1.3 Allowable And Non-Allowable Items For Grant Funding

## **II COMPLETION OF THE GRANT APPLICATION**

- 2.1 Who May Submit An Application?
- 2.2 Deadlines And Procedures For Grant Application Submission
- 2.3 Procedures To Follow Once A Project Is Approved
- 2.4 Appeal Procedures If A Project Is Not Approved
- 2.5 Project Administration
- 2.6 Vouchering Process

## **III NHTSA PROGRAM AREAS**

- 3.1 Occupant Protection
- 3.2 Alcohol In Relation To Highway Safety
- 3.3 Traffic Records
- 3.4 Emergency Medical Services
- 3.5 Police Traffic Services
- 3.6 Pedestrian Safety
- 3.7 Motorcycle Safety
- 3.8 Roadway Safety

## **IV LISTING OF TRANSPORTATION SAFETY FIELD REPRESENTATIVES**

# **I INTRODUCTION**

The United States Department of Transportation (USDOT) is the federal agency responsible for the promotion of highway safety activities throughout the United States. As part of its responsibility, USDOT provides federal highway safety monies to states for the purpose of adopting and improving projects and programs designed to reduce crashes, injuries, and fatalities on the highways within its boundaries.

In Virginia, the State Highway Safety Agency is the Department of Motor Vehicles (DMV) with the Commissioner of DMV serving as the Governor's Representative for Highway Safety. The federal funds are administered by DMV's Transportation Safety Services (TSS) under the advice of the Governor-appointed Virginia Transportation Safety Board and are provided to state agencies, non-profit organizations, and political subdivisions of the state for the development and continuation of highway safety projects.

At the onset of the federal fiscal year (October 1 through September 30), monies are apportioned by the U.S. Congress to each state for the purpose of funding individual highway safety projects. The amount of money available each year varies and is, in part, determined by the submission to USDOT's National Highway Traffic Safety Administration (NHTSA) and Federal Highway Administration (FHWA) of an annual Performance Plan (PP) from the individual states. Virginia's PP identifies the state's traffic safety problems and describes the programs, projects and goals proposed to correct these problems. Submitted annually on August 1, Virginia's PP is developed through the analysis of current year highway safety activities and projects submitted by state agencies, non-profit organizations and political subdivisions, and associated highway safety data.

## **1.1 Purpose Of This Document**

It is the intent of this document to solicit highway safety project proposals from state agencies, political subdivisions of the state, and non-profit organizations. The federal program areas for which funds are available and proposals are being solicited are enumerated and defined in Section II of this document. Information presented in the proposals will be considered in the preparation of Virginia's Performance Plan to be submitted to USDOT by DMV/TSS. In these guidelines, information is presented that will:

1. provide applicants with target goals and objectives for the upcoming grant cycle;
2. assist applicants in identifying projects to be proposed for consideration;
3. direct applicants in the preparation of their proposals; and,
4. provide an outline of items that are fundable using federal grant funds.

## 1.2 Allowable Or Non-Allowable Items For Funding

### A. FACILITIES

#### **Not Allowable:**

- The cost of land.
- The cost of construction or reconstruction of driving ranges, towers, and skid pads.
- The costs for construction, rehabilitation, remodeling, or office furnishings and fixtures for state, local, or private buildings.

### B. EQUIPMENT

#### **Allowable:**

- Traffic radar and other speed measuring devices and costs for re-certification of such devices.
- Alcohol/drug testing devices and costs for re-certification of such devices.
- Cost of major equipment (equipment costing over \$5,000) or replacement equipment must be an integral part of the objectives and goals of the state's highway safety benchmark planning document.

#### **Not Allowable:**

- Purchase of both fixed and portable truck scales.
- Traffic signal preemption systems.

### C. TRAVEL

#### **Allowable:**

- International travel is only allowable with prior written approval from DMV.

#### **Not Allowable:**

- Costs for states that pay expenses for out-of-state individuals when such expenses are not for specific services or benefits of the paying state.

D. TRAINING

**Allowable:**

- Training costs when approved as an integral component related to highway safety activities.
- Costs of training courses when using DOT/NHTSA-developed, equivalent, or endorsed curricula.
- Development costs of new training curricula and materials if they will not duplicate material already developed for similar purposes by DOT/NHTSA or by other states.

**Not Allowable:**

- Costs to pay an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported with highway safety funds under an approved project.

E. PUBLIC COMMUNICATION

**Allowable:**

- Costs of preparation of materials for public service use.
- Costs for leasing of conference/convention exhibit and display spaces for public information and education services.
- Costs associated with planning, purchase, printing, and distribution of public information materials are allowable when it is an integral part of an approved safety project.
- Purchase of program advertising space in the mass communication media (Funded only if NHTSA specific evaluation criteria is utilized).

F. PROGRAM ADMINISTRATION

**Allowable:**

- Funds only to finance P & A activities attributable to NHTSA activities.
- Costs for highway safety consultant or personnel from non-governmental organizations/individuals for specific services or products if in accordance with state procurement procedures.
- Costs to support promotional activities or give-away specialty items to influence the general public to adopt highway safety practices if in accordance with state statutes and policies.
- Funds in support of police-directed operations to uncover unlawful practices associated with minimum drinking age laws.

## **II COMPLETION OF THE GRANT APPLICATION**

### **2.1 Who May Submit A Proposal?**

Proposals are solicited from the following organizations:

- Political subdivisions of the Commonwealth of Virginia (cities, towns, counties, any subunit of government),
- State agencies, and
- Non-profit organizations relating to highway safety issues.

### **2.2 Deadlines And Procedures For Grant Application Submission**

Enclosed with this document is the formal APPLICATION FOR HIGHWAY SAFETY GRANT (form TSS-10).

**STATE AGENCIES, NON-PROFIT ORGANIZATIONS AND TRANSPORTATION SAFETY FIELD REPRESENTATIVES are directed to submit their applications no later than May 31 to:**

Catherine M. Keith  
Federal Grants  
Virginia Department of Motor Vehicles  
Room 405  
Post Office Box 27412  
Richmond, Virginia 23269-0001

**POLITICAL SUBDIVISIONS are directed to submit their grant applications to the Transportation Safety Field Representative for their district no later than April 13.** The names, addresses, and telephone numbers of these representatives, and the localities they serve, are given in Section IV of this document.

**STATE AGENCIES may direct any questions to David Mosley at (804) 367-1143 or [dmvdlm@dmv.state.va.us](mailto:dmvdlm@dmv.state.va.us).**

**NON-PROFIT ORGANIZATIONS may direct any questions to Robin Grier at (804) 367-8967 or [dmvrwg@dmv.state.va.us](mailto:dmvrwg@dmv.state.va.us).**

Special attention should be given to the instructions on page 4 of the application. Applications that meet the following criterion will receive more favorable consideration than those that do not adhere to these guidelines:

A. Precise definition of the highway safety problem

1. The problem should be defined in highway safety terms, such as "crashes."
2. The problem should be stated in quantifiable terms.
3. Three years of data should be provided as documentation of the extent and duration of the problem.
4. In applications addressing crashes, the statistics should reflect crash severity and not just total crashes.
5. Problem definition should describe the current level of ongoing activity, i.e., applications for enforcement should specify the current number of patrol officers.
6. If the application is for a support function, for example, training, the specific problem must be stated in a manner that indicates that training is not available and is needed.
7. For Impact Projects (i.e., Selective Enforcement), applicants must state specific locations at which crashes occur; the establishment of priorities through the identification of high accident locations is essential and resources are expected to be targeted to these locations.
8. Accurate information, specifically addressing project funding year and dates for duration of the project.

B. Quantifiable, measurable, clearly-stated project objectives

1. Objectives should be measurable and attainable.
2. Objectives should relate directly to the identified problem and proposed solution.

C. Description of the proposed solution in sequential and logical time-frames, with performance indicators and estimated costs specified

1. All tasks directed toward problem resolution should be stated in the order in which they will occur.
2. An anticipated completion date for each task should be specified.
3. Each project task should be accompanied by an estimate of associated costs.
4. Cost estimates should be realistic and practical.
5. The methods for measuring task completion should be specified.

6. Performance indicators should be expressed in terms of the identified problems.
  7. Selected speed enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
  8. DUI selective enforcement projects should include some indicator of arrests per patrol hour or arrests per licensed drivers.
- D. A plan for cost assumption of the project by the state agency/non-profit/political organization
1. A plan for long-term support of the project when 402 funds are exhausted should be specified.
  2. Indicators of cost assumption include, among others, hard match and local/state funding of staff once 402 funds are exhausted.
- E. A description of how the proposed project fits into the total highway safety problem experienced by the state agency/non-profit organization/political subdivision.
1. The project should include a description of a complete program or an indication that the project is one phase in the creation of a complete program.
  2. Complete programs are suggested by user groups for traffic records projects, integration with existing programs, development of a complete long-term program, and establishment of a coordinator position. Public information campaigns and multiple countermeasures are indicators of a broad programmatic approach.
  3. The project should be large enough to represent a meaningful assault on the highway safety problem.
  4. If a project is in the comprehensive community-based area, there must be an agreement to cooperate actively with other projects in the area.
- F. Project designed to lend itself to an administrative evaluation
1. The measurement of actual tasks compared with planned levels of performance established for that task should be possible.
  2. The assessment of unit costs and other aspects of operational efficiency should be possible.
  3. Achievements and results made possible by the use of Federal Highway Safety Funds should be clearly stated.

- G. Any high visibility selective enforcement proposal which includes one or more of the following tasks will be required to provide DMV with pre and post occupant protection use surveys after each enforcement period and a list of the violations cited during that enforcement period.
1. Locality plans to provide public information to the community concerning the selective enforcement activity prior to and right after the activity.
  2. Locality plans to conduct child passenger safety seat/adult safety belt checks in conjunction with planned selective enforcement activities.
  3. The specific selective enforcement activities (alcohol, occupant protection, aggressive driving, speeding) have been planned and will be conducted during the timeframes for activities outlined in the Smart, Safe and Sober Quarterly Planner or the Capital Region Smooth Operator Program.

### **2.3 Procedures To Follow Once A Project Is Approved**

Applicants will be notified in writing by DMV as to the status of their applications subsequent to the Transportation Safety Board meeting. If a project is approved for funding, the following criteria are applicable:

1. Project is funded for one year duration only.
2. A DMV Safety Project Agreement (TSA 12) must be executed prior to expenditures of funds.
3. Written approval must be received before expenditure of funds.
4. Political subdivisions receiving at least \$300,000 in federal funds from any sources will be required to follow the provisions of the Single Audit Act.
5. State agencies, non-profit organizations, and political subdivisions must have a mandatory on-the-job seat belt use policy.

### **2.4 Appeal Procedures If A Project Is Not Approved**

If a project is not approved for funding by the Transportation Safety Board, the applicant will be notified in writing by DMV.

STATE AGENCIES AND NON-PROFIT ORGANIZATIONS: May appeal the decision within 30 days of the date of notification. Requests for appeals should be in writing and submitted to DMV's Deputy Commissioner at DMV Headquarters.

POLITICAL SUBDIVISIONS: May appeal the decision within 30 days of the date of notification. Requests for appeals should be written and submitted to the Transportation Safety Field Representative for their district.

## **2.5 Project Administration**

The following guidelines apply to the administration of funded projects:

1. A Project Monitoring Report must be completed by the Project Director and Transportation Safety Field Representative (political subdivisions) and submitted to DMV/TSS Headquarters by April 30, July 31, and October 31. Program evaluation data, statistics and achievements should be submitted with your project monitor report.
2. The Project Director is responsible for supplying and ensuring that all records and documents are maintained to ensure proper reimbursement and to establish audit trails.
3. The Project Director is responsible for ensuring that the project is proceeding according to plans and is on schedule.

## **2.6 Vouchering Process**

1. Funds may be expended by the state agency/non-profit organization/political subdivision upon receipt of approval. Reimbursement vouchers and Expenditure Summary Documentation should be prepared by the Project Director and submitted to the Transportation Safety Field Representative (political subdivisions) or DMV's Federal Grants Program Administrative Supervisor (state agencies, non-profit organizations).

Do not sent vendor invoices, copies of cancelled checks or time sheets. Keep these in your files.

## **III NHTSA PROGRAM AREAS**

This section of the document identifies the NHTSA program areas for which proposals are being solicited for federal funding. The objective of each program area is stated with accompanying examples of fundable projects.

**(NOTE: Proposals that do not fall within the federal program areas will require extensive justification and direct approval by USDOT prior to consideration for funding.)**

Applicants are encouraged to become familiar with each program area before preparing grant applications.

### **3.1 Occupant Protection**

- A. Objective: To initiate programs and activities that will contribute to an appropriate use of occupant protection devices, such as safety belts, airbags, and child safety seats.
  
- B. Examples of Fundable Components:
  - 1. Management - Coordinator, other personnel
  - 2. Child Restraint Programs - Enforcement, public information/education
  - 3. Corporate/Employer Programs - Incentives and public information/education
  - 4. Community Programs - Child restraint, corporate/employer, preschool/school age, enforcement, public information/education
  - 5. Enforcement - Training, equipment, operations, public information/education
  - 6. Survey - Opinion, observation, crash reports
  - 7. Pre/Post occupant protection surveys
  
- C. Examples of Program Evaluation Measures:
  - 1. Fatalities and injuries (except pedestrian and motorcycle/bicycle). Head injuries and fatalities related to occupant protection usage and non-usage.
  - 2. Occupant protection usage rates for children and adults.
  - 3. Child Restraint and Corporate Employer Programs - Number and types of programs and percent of target population being reached by program.

### **3.2 Alcohol In Relation To Highway Safety**

- A. Objective: To broaden the scope and number of activities directed toward reducing traffic accident loss arising in whole or in part from persons driving under the influence of alcohol.
  
- B. Examples of Fundable Components:
  - 1. Management - Coordinator, other personnel
  - 2. Enforcement - Training, equipment, operations, public information/education
  - 3. Prosecution - Training and equipment

4. Adjudication - Training and equipment
  5. Screening/Referral/Probation - Training, equipment, driver licensing
  6. Prevention/Intervention - Training, equipment, public information/education
  7. Public Information/Education - Media materials and personnel
- C. Examples of Program Evaluation Measures:
1. Alcohol-related fatal and injury crashes.
  2. Nighttime fatal and injury crashes (8:00 p.m. to 4:00 a.m.).
  3. Community Programs - Number of comprehensive programs and number and percent of target population being reached by program.
  4. Enforcement - Number and percent of officers trained, units of equipment, total DUI arrests, DUI arrests per shift/unit/hour, 8:00 p.m. to 4:00 a.m. weekdays, weekends, other hours.
  5. Percent of licensed drivers arrested for DUI, and total processing time per arrest.

### 3.3 Traffic Records

A. Objective: Develop a systematic process that has the goal of reducing the number and severity of traffic crashes by ensuring that all opportunities to improve highway safety are identified, considered implemented as appropriate, and evaluated in all phases of highway planning, design, maintenance, operations, and by providing information for selecting and implementing effective highway safety strategies and projects.

- B. Examples of Fundable Components:
1. Management - Coordinator, other personnel
  2. New Technology - Software development, surveys, personnel, equipment, studies, and travel
  3. Personnel - Training, travel, maintenance of existing equipment and software, safety management systems activities.
  4. Public Information/Education - Personnel and media materials
- C. Examples of Program Evaluation Measures:
1. Number of personnel trained, type of training and cost per individual.
  2. Units and type of equipment purchased, purpose of equipment.
  3. Type of study/survey conducted and results.
  4. Agencies participating in project.

5. Number and types of materials distributed, frequency of distribution, public knowledge, number and percent of target population receiving messages.

### **3.4 Emergency Medical Services**

- A. Objective: To develop methods of responding to accidents and transporting persons injured on Virginia's highways and developing automated systems to assist in identification of and solutions to highway safety-related problems.
  
- B. Examples of Fundable Components:
  1. Management - Coordinator, other personnel
  2. Public Information - PIER training
  3. Personnel - Education, training
  4. Equipment - Communication
  
- C. Examples of Program Evaluation Measures:
  1. Fatality/Injury ratio.
  2. Average response time from accident scene to dispatch, dispatch to emergency unit, emergency unit to accident scene, and accident scene to hospital.
  3. Emergency Medical Coverage - Number and types of units, units per population, and units per square mile.
  4. Number and type of communication equipment, coverage as a percent of area served by system.
  5. Number and categories of personnel, development and implementation of an EMS plan.
  6. Costs per fatality/injury averted, average cost of each EMS response, cost per type of EMS unit, and cost per category of EMT trained.

### **3.5 Police Traffic Services**

- A. Objective: To increase safety on Virginia's highways through selective enforcement, training, equipment, and programs.
  
- B. Examples of Fundable Components:
  1. Enforcement - Training, equipment, detection/testing devices, operations, and management personnel
  2. Public Information/Education - Personnel and media materials

- C. Examples of Program Evaluation Measures:
1. Fatality and injury crashes.
  2. Average BAC levels and average speeds.
  3. Number and percent of police officers trained, units of equipment, arrests per shift/unit/hour by type (i.e., DUI, speeding) percent of DUI arrests where BAC determined.
  4. Number and types of materials being distributed, frequency of distribution, public knowledge, attitudes about programs, and number and percent of target population receiving messages.
  5. Cost per fatality/injury averted, average cost per arrest, average cost per person trained, cost per type of public information/ education materials distributed.

### **3.6 Pedestrian Safety**

- A. Objective: To enhance safety initiatives in Virginia by focusing on the identification of pedestrian safety problems in jurisdictions and the subsequent development and implementation of solutions.
- B. Examples of Fundable Components:
  - 1. Enforcement - Personnel, equipment, operations, studies/surveys, and programs
  - 2. Public Information/Education - Personnel and materials
- C. Examples of Program Evaluations Measures:
  - 1. Pedestrian fatalities and injuries.
  - 2. Number and types of programs and percent of target population being reached by programs.
  - 3. Number of arrest per unit by time and type of violations.
  - 4. Number and types of educational programs, number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population receiving messages.

### **3.7 Motorcycle Safety**

- A. Objective: Under the Intermodal Surface Transportation Efficiency Act (ISTEA), Motorcycle Safety has been designated as one of the areas states need to address. The major purpose of this area is to ensure that motorcycle operators and their passengers meet standards which contribute to the safe operation of motorcycles, and protection from injuries resulting from crashes.
- B. Examples of Fundable Components:
  - 1. Training - Train riders, equipment, and management
  - 2. Public Information/Education - Media materials and personnel
- C. Examples of Program Evaluation Measures:
  - 1. Motorcycle fatalities and injures, motorcycle head injuries and fatalities.
  - 2. Motorcycle helmet usage.
  - 3. Type of education course, number trained for each educational program, and percent of target population trained.
  - 4. Number and types of materials distributed, frequency of distribution, public knowledge and attitudes about program, and number and percent of target population reached.

5. Cost per motorcycle fatality/injury averted, cost per head injury and head injury fatality averted, cost per rider trained by program type, cost per type of public information/educational materials distributed.

### 3.8 Roadway Safety

A. Objective: To accurately identify specific locations/sections of streets and highways that have high or potentially high accident incidence, as a basis for establishing priorities for improvement, selective enforcement, or other operational practices that will eliminate or reduce the hazards at the location/section identified.

B. Examples of Fundable Projects:

1. Develop/improve computerized accident locator and surveillance systems.
2. Identify, investigate, and evaluate intersections or sections of highway with high accident rates and develop a program to reduce hazards.
3. Create multidisciplinary teams to:
  - a. Investigate accidents in order to determine those designs and operating features in which high accident frequencies or severities are associated; and
  - b. Make recommendations for implementation based on findings in (a.) above.
4. Innovative programs designed to address identified problems in the areas of identification and surveillance of accident locations, highway design, and construction and maintenance.
5. Railroad Grade Crossing - Inventory and study the feasibility of upgrading, determine deficiencies, identify hazards, and develop corrective measures.
6. Lighting - Inventory, evaluate, determine deficiencies, and develop upgrading program and lighting policies.
7. Fixed Objects and Roadside Hazards -
  - a. Study single vehicle/fixed object accidents and develop corrective measures.
  - b. Develop guidelines for urban streets relating to fixed object placement and accident potential.
  - c. Identify high and potentially high fixed object accident locations and recommend countermeasures.
  - d. Conduct roadside hazard inspection to develop severity index for establishment of priorities for improvement.

- e. Provide training in highway safety-related design.
- f. Studies of selected highway corridors.
- 8. Skid Resistance - Study skid resistance of streets/highways and establish priorities for improving skid resistance.
- 9. Engineering and accident evaluation studies.
- 10. Replacement parts for impact attenuators (one-time purchase for each installation).
- 11. Inventory, inspection, and classification of bridges off the state system.
- 12. Training of traffic engineers/engineering technicians at short courses/seminars in safety-related curricula.
- 13. Studies of pedestrian-vehicle conflicts at selected intersections with recommendations for increased control.
- 14. Innovative programs designed to address identified problems in the area of traffic engineering services.
- 15. Equipment such as traffic counters, etc., directly related to inventories and studies.
- 16. Inventory traffic control devices in a locality, establish needs and deficiencies, and establish improvement program including preventative maintenance.
- 17. Traffic engineering study of signalized intersections in localities to determine improvements that can be implemented to increase safety.
- 18. Upgrading of warning and regulatory signs off federal aid system to conform with approved standards.
- 19. Studies of selected intersections in a locality to determine where signal installations might contribute to increased safety.
- 20. Automation of record keeping and data retrieval procedures for inventory traffic control devices.

## IV LISTING OF TRANSPORTATION SAFETY FIELD REPRESENTATIVES

### BRISTOL DISTRICT

Danny Dean, Transportation Safety Program Manager  
DMV Wytheville Customer Service Center  
800 East Main Street  
Wytheville, Virginia 24382  
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**Steve Goodwin, Transportation Safety Program Manager  
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**STAUNTON DISTRICT**

**Doug Stader, Transportation Safety Program Manager**  
**DMV Harrisonburg Customer Service Center**  
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**FAIRFAX DISTRICT**

**Bob Weakley, Transportation Safety Program Manager**  
**DMV Franconia Customer Service Center**  
**6306 Grovedale Drive**  
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**PORTSMOUTH DISTRICT**

**Mary Ann Rayment, Transportation Safety Program Manager  
DMV Buckner Boulevard Customer Service Center  
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Belle Haven  
Bloxom  
Boykins  
Branchville  
Cape Charles  
Capron  
Cheriton  
Chincoteague  
Courtland  
Eastville  
Exmore  
Hallwood  
Ivor  
Keller  
Melfa  
Nassawadox  
Newsoms  
Onancock  
Onley  
Painter  
Parksley  
Saxis  
Smithfield  
Tangier  
Wachapreague  
e  
Windsor