

4501:1-6-03

Designation of locations and sites of deputy registrar offices.

- (A) "Location," as used in this rule, means the area prescribed by the registrar and described in the request for proposals for deputy registrar appointees in which the proposed deputy registrar site must be located.
- (B) "Site," as used in this rule, means the precise address proposed for the deputy registrar agency.
- (C) "One-stop shopping" means an arrangement, prescribed or approved by the registrar, in which the deputy registrar site is located in the same facility as, or within a prescribed distance of, a driver's license examination station or a clerk of the court of common pleas title office or both.
- (D) "Department of public safety," as used in this rule, means the department of public safety or any division thereof.
- (E) "Clerk of a court of common pleas," as used in this rule, means the office of the clerk itself and the county government in which the clerk serves.
- (F) The registrar may designate a location for one-stop shopping in conjunction with the requirements contained in paragraphs (G), (H), (I), and (J) of this rule.
- (G) The registrar of motor vehicles may restrict the location of any particular deputy registrar agency to a single site. The department of public safety may lease or otherwise acquire space for sublease to a deputy registrar or a clerk of a court of common pleas or both.
- (H) The registrar may designate a site at which the deputy registrar is required to sublease space from the department of public safety or a clerk of a court of common pleas, if the clerk consents. In such case the deputy registrar site shall be available for sublease to any qualified proposer on an equal basis.
- (I) The registrar may designate a location within which the deputy registrar is required to provide and sublease space to the department of public safety or a clerk of a court of common pleas or both.
- (J) In all subleases between the department of public safety and a deputy registrar, the sublessee shall pay to the sublessor a rental fee equal to the percentage of space occupied by the sublessee multiplied by the rental fee or mortgage cost paid by the sublessor for the entire premises. In calculating the rental fees the sublessee shall also pay a pro rata share of the rental for common space. In addition to the rental fee, the sublessee shall pay a pro rata share of all utility costs unless the utilities are

separately metered, in which case each sublessee shall pay its own utility costs. If approved by the department of public safety, the sublessee may make all necessary payments directly to the lessor.

- (K) The registrar may, in the request for proposals, designate a location for one-stop shopping to encourage that the deputy registrar site be located close to either a driver's license examination station or a clerk of the court of common pleas title office or both. The registrar may give consideration to sites situated in the same building, in an adjacent building, within the same block or business district or shopping center or within a certain distance, or any combination of the foregoing.
- (L) Any deputy registrar whose contract expires or is terminated for any reason shall take reasonable measures to make the telephone number assigned to the deputy registrar available to the bureau of motor vehicles or any deputy registrar designated by it.

Five Year Review (FYR) Dates: 12/30/2014 and 12/30/2019

CERTIFIED ELECTRONICALLY

Certification

12/30/2014

Date

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