

WEST VIRGINIA DIVISION OF HIGHWAYS
MAINTENANCE MANUAL
STUDY GUIDE
CHAPTER 1

#	ANSWER	QUESTION
1		Fill in the blank: This Manual is issued as a guide to _____ employees of the West Virginia Department of Transportation, Division of Highways who are responsible for or involved in maintenance activities. It lets each one know what he/she is expected to do in the supervision or performance of any phase of highway maintenance.
2		Multiple Choice: The name of the West Virginia State Road Commission was changed by an Act of the Legislature in 1970, to the _____. A.) State Road, B:) WV Road Department, C:) WV Department of Highways
3		True/false: In dealing with the public, each employee must be polite and courteous at all times.
4		Planning is the key to a well-organized, effective maintenance program. This statement applies not only to the advance planning that is done at the Central Office and District level, but also the day-to-day planning that is required at the County level.
5		Fill in the blank: Whenever it is determined that the Division's equipment or property is missing from a headquarters, storage area, or job site, the _____ must be notified immediately.

EMPLOYEE NAME: _____

DATE COMPLETED: _____

SUPERVISOR: _____