

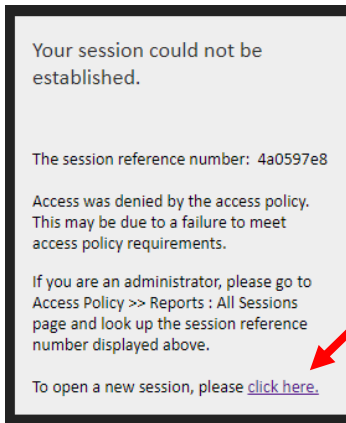
Vehicle Use Agreement (VUA) Instructions

Before starting, please note the following:

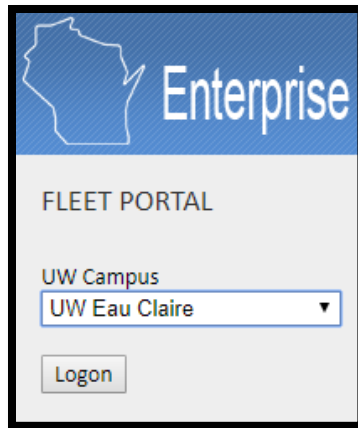
- Please allow up to 10 business days for processing a VUA.
 - Failure to follow the instructions below may delay processing for an additional 10 business days.
- Any employee, student, or volunteer who will be driving a vehicle, whether that is personally owned, University owned, or rented, on University business must be authorized to drive and must complete the online Vehicle Use Agreement (VUA).
 - For volunteers, please contact the ASK Center at askcenter@uwec.edu or call 715-836-3131.
- All VUA's that do not have the proper attachments or have missing supervisor information will be denied until proper information is provided.
- All student and out-of-state driver authorizations expire yearly on May 31st.
 - Any authorizations submitted between January 1st and May 31st will extend into the next calendar year.
- All drivers are responsible for reviewing the policies on the Risk Management and Safety: Driver Authorization webpage under [Policies and Resources](#) prior to applying for a VUA.

Step by Step Instructions

1. Have the following information ready prior to completing your VUA:
 - a. UWEC username and password
 - b. Driver's license number
 - c. Supervisor's name and email address
 - d. Your department's UDDS code (see step 7)
 - e. If you have an out-of-state driver's license or have less than 2 years driving experience with a Wisconsin license; you **must** upload a [notarized statement](#) OR driving abstract and a copy of the front and back of your current and valid driver's license.
 - i. Notarized statements are **free** and can be downloaded [HERE](#). These can be notarized at US Bank in Davies Center, your local bank, or courthouse at no cost. Do not pay for this.
 - ii. Driver abstracts may be obtained from your state's Department of Motor Vehicles Office (DMV) for a small fee.
2. To begin the online VUA process, login to the [Enterprise Fleet Management System](#)
 - a. If you get this screen, select **click here**, otherwise continue to step 2.b.

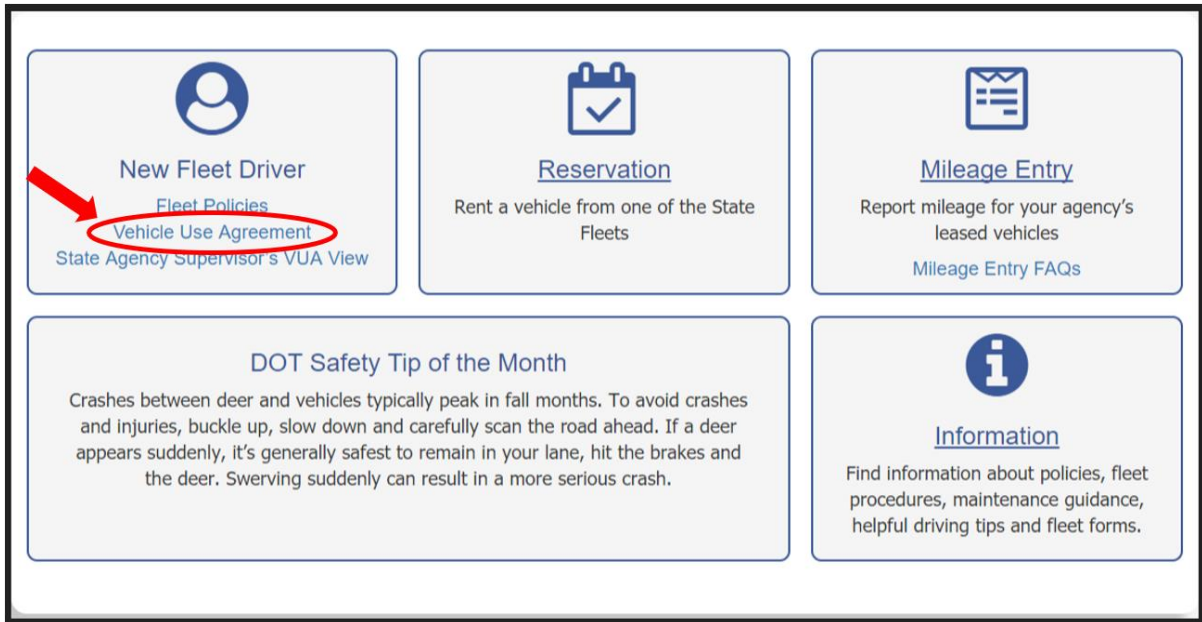


- b. Select **UW** for *Select type of employee* and then click **Logon**
- c. Select **UW Eau Claire** for *UW Campus* and then click **Logon**



- d. Enter your **Username** and **Password** and then click **Login**

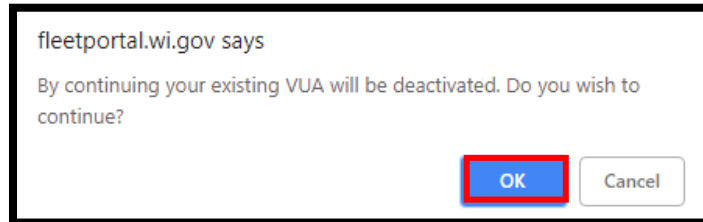
3. Once you get to this screen, select **Vehicle Use Agreement**.



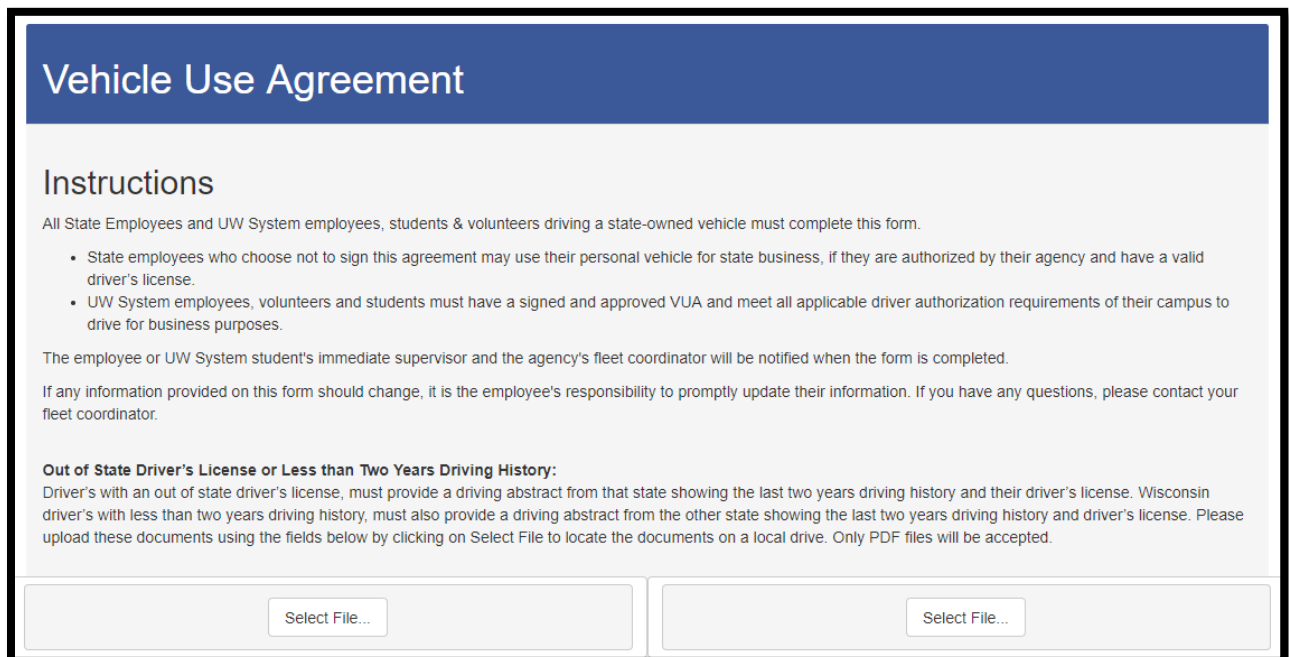
- 4. If this is your first time completing a VUA, skip this step and continue to step 5
- 5. If you are completing a VUA for a second time, or for another University, you will need to select **Sign a New VUA**.



- a. If you get a pop-up that asks “By continuing your existing VUA will be deactivated. Do you wish to continue?”, select **OK**



6. If you have an out-of-state driver’s license or have less than 2 years driving experience with a Wisconsin license; you must upload a **driving abstract** or notarized statement and a **copy of the front and back of your current and valid driver’s license** at this step, otherwise your VUA will be denied.



7. Please complete all fields, including the supervisor name and email.
 - a. Make sure that you have **UW EAU CLAIRE** selected for the *UW Campus* field.
 - b. For *UW USSD Code* type **UC** in the box and click the drop-down arrow. This will give you a listing of the UDDS codes to select from. Please select the UC code that makes the most sense. If you do not know, ask your department, or select **UC990000**.

Driver Information

First Name Jamie	Last Name Whitcome	Middle Initial
Date of Birth (mm/dd/yyyy)* <input type="text"/>	Email* whitcojl@uwec.edu	
License State* WI	Driver License* (Format: H999-9999-9999-99 for WI DL) <input type="text"/>	
UW Campus* UW EAU CLAIRE	UW UDDS Code* (Please start entering in field below to see list of codes) <input type="text"/>	
If you are a UW Student please check the box <input type="checkbox"/>		If you are a UW Volunteer please check the box <input type="checkbox"/>
Supervisor Email <input type="text"/>		Supervisor Name <input type="text"/>

8. Read each of the *Employee Agreements* and **check the boxes** if you agree

Employee Agreement

I acknowledge that I have received and/or read a copy of the statewide [Fleet Driver and Management Policies and Procedures](#) I understand the contents and agree to comply with the policies. Failure to comply is considered a violation of work rules.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on a periodic basis.

I further agree to immediately inform my supervisor and agency fleet manager/coordinator of any negative change in the status of my driving record. I will also inform them in writing whenever I become disqualified under state fleet policies. Changes include but are not limited to OWI/DUI citation, license revocation, restriction or suspension. Failure to report such changes may result in the revocation of the privilege of driving a state-owned vehicle and discipline up to and including termination.

I acknowledge that I meet the stated minimum standards.
An employee may be allowed to drive a state-owned/leased vehicle if all of the following minimum standards are met:

- Must have a valid driver license
- Must have a minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age

I acknowledge that my driving record does not reflect any of the listed conditions.
An employee may not be able to drive a state-owned vehicle if their driving record reflects any of the following conditions:

- Three (3) or more moving violations and/or at fault accidents in the past two (2) years
- An OWI or DUI violation within the past year (OWI/DUI violations are for operating a vehicle while under the influence of an intoxicant, controlled substance or other drug.)
- A current Suspension or Revocation of the driver license

9. Electronically **sign** and **date** and then click **Submit**

Signature

The Department of Administration requires that you certify your Vehicle Use Agreement by submitting an electronic signature. By electronically signing this VUA, I certify that above information is accurate and true.

Please type your name (Electronic Signature)*

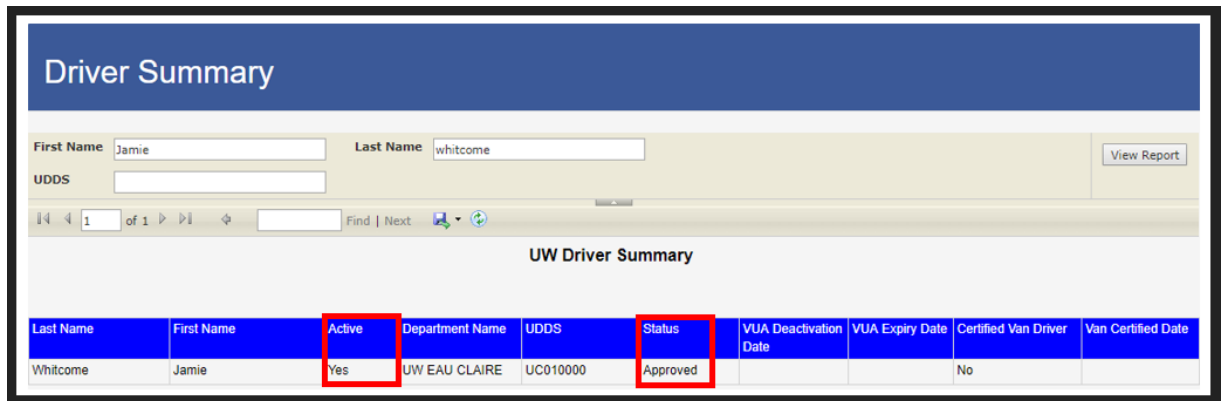
Today's Date*

Your supervisor will receive an email notification when you have completed the Vehicle Use Agreement and when it is approved. If by some reason you do not receive an automated email, please follow the next step.

Checking VUA Status

If you want to manually check to see if your VUA has been approved:

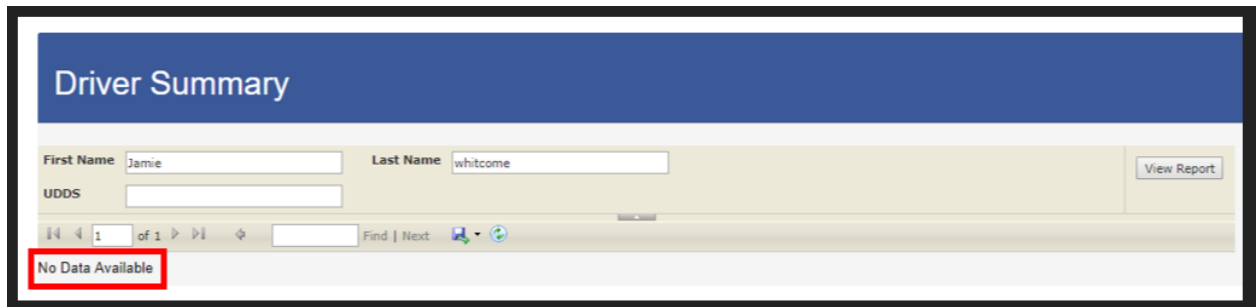
1. Go to [Enterprise Fleet Management System](#) and login
 - a. Select **UW** for *type of employee* and then click **Logon**
 - b. Select **UW Eau Claire** for *UW Campus* and then click **Logon**
 - c. Enter your **Username** and **Password** and then click **Login**
2. Under *Reports* choose **Driver Summary**
3. Enter the **First** and **Last Name** in the search field and then select **View Report**.
4. If you have been approved, you will see **Yes** for **Active** and **Approved** for **Status**.
 - a. Approvals may take up to 10 business days



The screenshot shows the 'Driver Summary' interface. At the top, there are input fields for 'First Name' (Jamie) and 'Last Name' (whitcome), and a 'View Report' button. Below these is a search bar with '1 of 1' results. The main table, titled 'UW Driver Summary', has the following data:

Last Name	First Name	Active	Department Name	UDDS	Status	VUA Deactivation Date	VUA Expiry Date	Certified Van Driver	Van Certified Date
Whitcome	Jamie	Yes	UW EAU CLAIRE	UC010000	Approved			No	

- a. If you have not been approved, you will see "No Data Available".



The screenshot shows the 'Driver Summary' interface with the same search criteria as the previous image. However, the table area is empty, and a red box highlights the text 'No Data Available' at the bottom left of the table area.

Additional Resources:

- [WI Fleet Driver and Management Policies and Procedures Manual](#)
 - Select **UW**, **UW-Eau Claire** and sign in with your UWEC username and password.
- [UW System Vehicle Use and Driver Authorization Policy](#)
- [UWEC Driver Authorization and Vehicle Use](#)

Questions?

If you have any questions, please contact your VUA Coordinators or the ASK Center at:

ASK Center

715-836-3131

askcenter@uwec.edu