



Vehicle Use Agreement (VUA) Driver Status Check Instructions

Checking VUA Status

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

1. Go to [Enterprise Fleet Management System](#), click on [Click Here](#) to open new session and login
 - a. Select **UW** for *type of employee* and then click **Logon**
 - b. Select **UW Green Bay** 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 search fields for 'First Name' (tracy) and 'Last Name' (van erem), and a 'View Report' button. Below the search fields is a table titled 'UW Driver Summary'. The table has the following columns: Last Name, First Name, Active, Department Name, UDDS, Status, VUA Deactivation Date, VUA Expiration Date, Certified Van Driver, and Van Certified Date. The data row shows: Van Erem, Tracy, Yes, UW GREEN BAY, UD020000, Approved, (empty), (empty), No, (empty). The 'Active' and 'Status' cells are highlighted with red boxes. At the bottom, it says 'Record Count: 1' and '1 of 1'.

Last Name	First Name	Active	Department Name	UDDS	Status	VUA Deactivation Date	VUA Expiration Date	Certified Van Driver	Van Certified Date
Van Erem	Tracy	Yes	UW GREEN BAY	UD020000	Approved			No	

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

The screenshot shows the 'Driver Summary' interface with search fields for 'First Name' (tracy) and 'Last Name' (vanerem), and a 'View Report' button. Below the search fields, the text 'No Data Available' is displayed in a red box. The rest of the interface is the same as the previous screenshot.

Additional Resources:

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

Questions?

If you have any questions, please contact your VUA Coordinator at:

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