

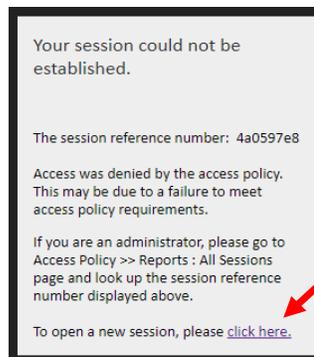
Vehicle Use Agreement (VUA) Instructions

Before starting, please note the following:

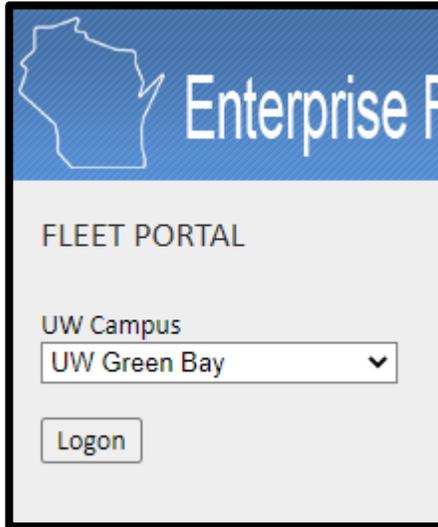
- Please allow up to 10 business days for processing a VUA.
 - Failure to follow the instructions below may delay processing for an additional 10 business days.
- Any employee, student, or volunteer who will be driving a vehicle, whether that is personally owned, University owned, or rented on university business must be authorized to drive and must complete the online Vehicle Use Agreement (VUA).
 - For volunteers, please contact the Campus Coordinator at vaneremt@uwgb.edu or call 920-465-2693.
- 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 August 31st.
- 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

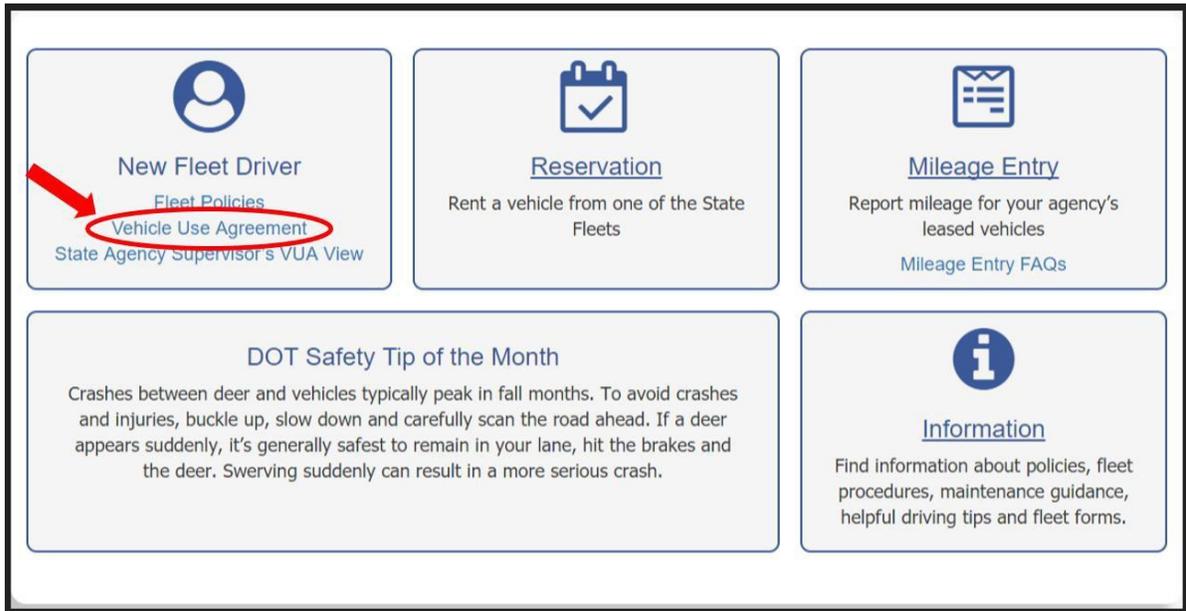
1. Have the following information ready prior to completing your VUA:
 - a. UWGB Username and Password
 - b. Driver's License Number
 - c. Supervisor's name and email address
 - d. Your department's UDDS code (see step 7)
 - e. If you have an out-of-state driver's license or have less than 2 years driving 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**. These can be notarized by contacting Human Resources at x2390 and asking for a Notary on campus.
 - 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 Green Bay** for *UW Campus* and then click **Logon**



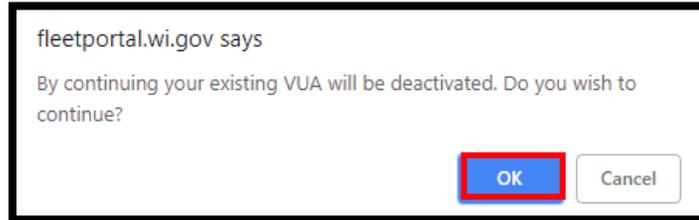
- d. Enter your **Username** and **Password** and then click **Login**
3. Once you get to this screen, select **Vehicle Use Agreement**.



- 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 two 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.

Vehicle Use Agreement

Instructions

All State Employees and UW System employees, students & volunteers driving a state-owned vehicle must complete this form.

- State employees who choose not to sign this agreement may use their personal vehicle for state business, if they are authorized by their agency and have a valid driver's license.
- UW System employees, volunteers and students must have a signed and approved VUA and meet all applicable driver authorization requirements of their campus to drive for business purposes.

The employee or UW System student's immediate supervisor and the agency's fleet coordinator will be notified when the form is completed.

If any information provided on this form should change, it is the employee's responsibility to promptly update their information. If you have any questions, please contact your fleet coordinator.

Out of State Driver's License or Less than Two Years Driving History:
Driver's with an out of state driver's license, must provide a driving abstract from that state showing the last two years driving history and their driver's license. Wisconsin driver's with less than two years driving history, must also provide a driving abstract from the other state showing the last two years driving history and driver's license. Please upload these documents using the fields below by clicking on Select File to locate the documents on a local drive. Only PDF files will be accepted.

7. Please complete all fields, including the supervisor's name and email.
 - a. Make sure that you have **UW GREEN BAY** selected for the *UW Campus* field.
 - b. For *UW USSD Code* type **UD** 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 UD code that makes the most sense. If you do not know, ask your department, or select **UD**.

Driver Information

First Name Jamie	Last Name Whitcome	Middle Initial
Date of Birth (mm/dd/yyyy)* <input type="text"/>	Email* <input type="text" value="whitcojl@uwec.edu"/>	
License State* WI	Driver License* (Format: H9999-99999-99999-99 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, check you Spam or Junk Mail. If there is not an email there, then you have not fully submitted your request. Go back into the Vehicle Use Agreement and make sure it is fully submitted.

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

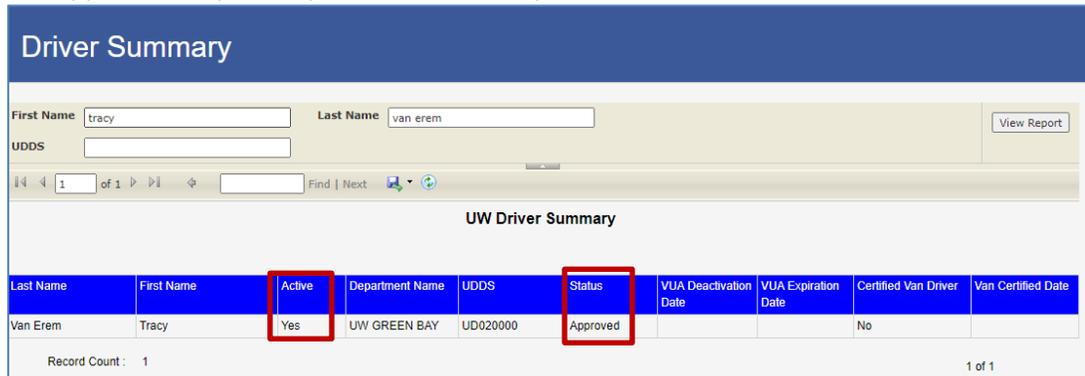
920-465-2693

vaneremt@uwgb.edu

Checking VUA Status

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

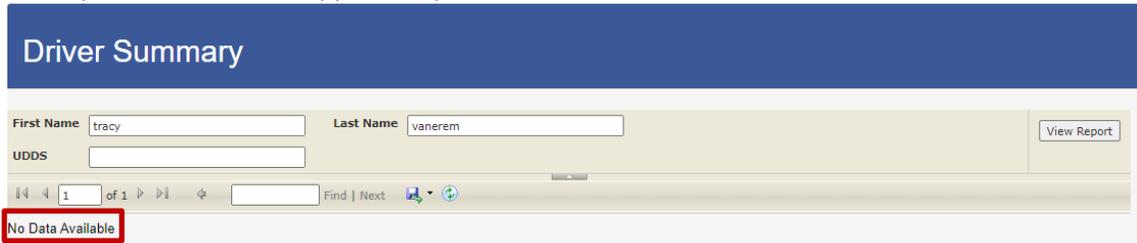
1. Go to [Enterprise Fleet Management System](#) and login
 - a. Select **UW** for *type of employee* and then click **Logon**
 - b. Select **UW Green Bay** for *UW Campus* and then click **Logon**
 - c. Enter your **Username** and **Password** and then click **Login**
2. Under *Reports* choose **Driver 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 input fields for 'First Name' (tracy) and 'Last Name' (van erem), with a 'View Report' button. Below this is a search bar and 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, (blank), (blank), No, (blank). 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 the same search criteria as the previous screenshot. 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-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:

920-465-2693

vaneremt@uwgb.edu