

## Vehicle Use Agreement (VUA) Instructions

**\*\*\* All student and out-of-state driver authorizations expire yearly on May 31<sup>st</sup>. Any authorizations submitted between January 1<sup>st</sup> and May 31<sup>st</sup> will extend into the next calendar year. \*\*\***

Note: Volunteers will continue to submit a paper VUA since they do not have network access.

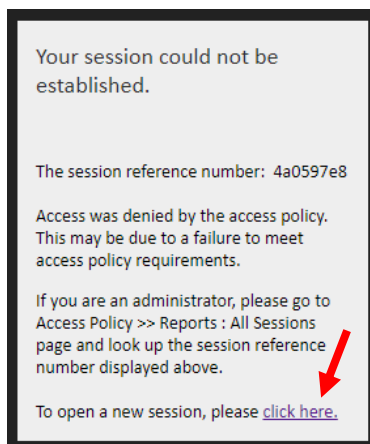
Please call the ASK Center for more information at 715-836-3131.

Please review the following policies prior to completing these instructions:

- [UW-Eau Claire Policies](#)

All active officers, employees, currently enrolled students, or specified volunteers or agents traveling (or driving on university business) **must**:

1. Have the following information ready prior to completing your VUA:
  - UWEC Username and Password.
  - Driver's license number.
  - Your supervisor's name and email address.
  - Your department's UDDS code (see step 9).
  - **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.
    - Notarized statements are **free** and can be downloaded [HERE](#). These can be notarized at US Bank in the Davie's Center, your local bank, or courthouse at no cost.
    - Driver abstracts may be obtained from your state's Department of Motor Vehicles Office (DMV).
2. Begin the online VUA process here → <https://fleetportal.wi.gov>.
3. If you get this screen, select “**click here**”, otherwise continue to step 4.



4. Select **“UW”** for type of employee and then **“Logon”**.



Enterprise

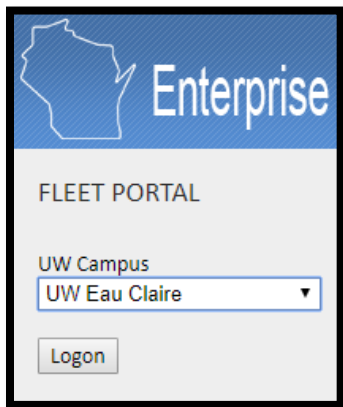
FLEETPORTAL

Select type of employee

UW

Logon

5. Select **“UW Eau Claire”** for UW Campus and then **“Logon”**.



Enterprise

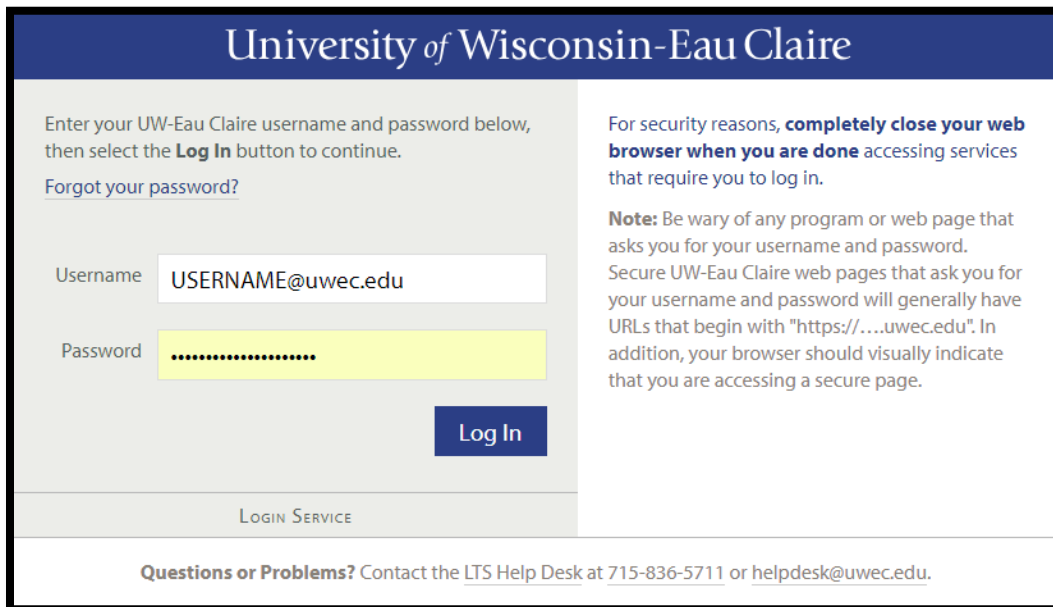
FLEET PORTAL

UW Campus

UW Eau Claire

Logon

6. Enter your **Username** and **Password** and select **“Login”**.



University of Wisconsin-Eau Claire

Enter your UW-Eau Claire username and password below, then select the **Log In** button to continue.

[Forgot your password?](#)

Username USERNAME@uwec.edu

Password .....

Log In

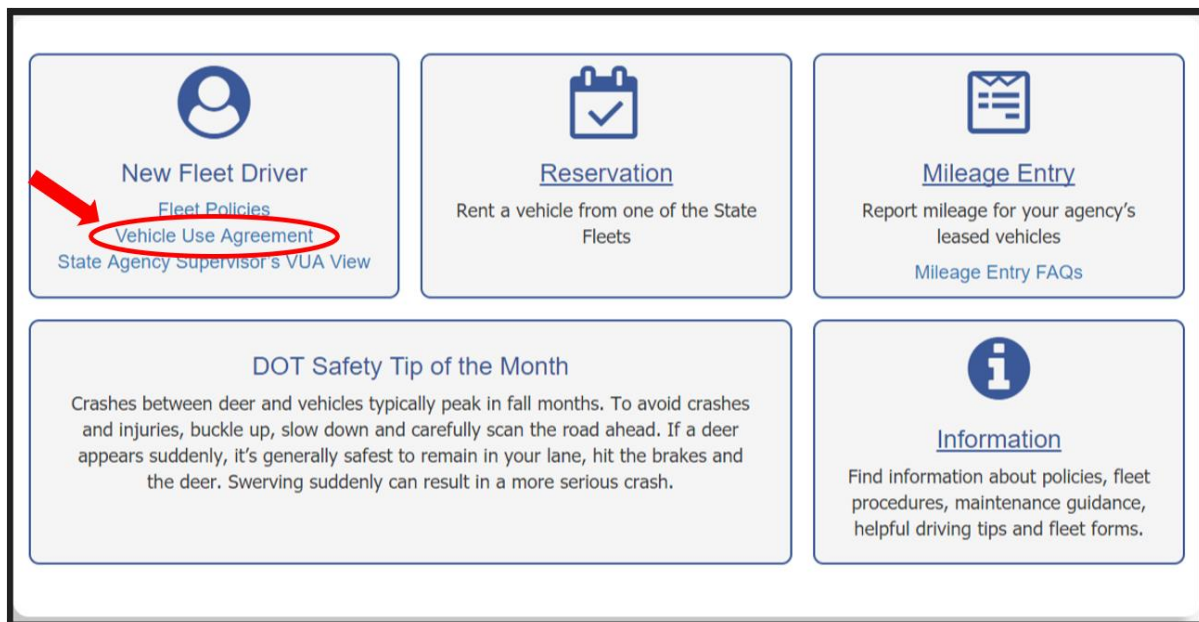
For security reasons, **completely close your web browser when you are done** accessing services that require you to log in.

**Note:** Be wary of any program or web page that asks you for your username and password. Secure UW-Eau Claire web pages that ask you for your username and password will generally have URLs that begin with "https://...uwec.edu". In addition, your browser should visually indicate that you are accessing a secure page.

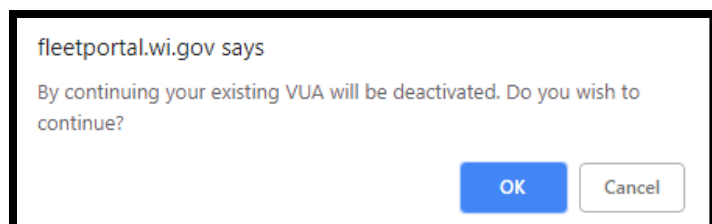
LOGIN SERVICE

Questions or Problems? Contact the LTS Help Desk at 715-836-5711 or helpdesk@uwec.edu.

7. Once you get to this screen, select **“Vehicle Use Agreement”**.



8. If this is your first time completing a VUA, skip this step and continue to step 9. If you are completing a VUA for a second time (or for another University), you will need to select “**sign a New VUA**”. If you get a pop-up that asks “**By continuing your existing VUA will be deactivated. Do you wish to continue?**”, select “**OK**”



9. 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.

\*\*\*Make sure to not use any special

## 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.

Select File...      Select File...

10. Please complete all fields. Make sure that you have **"UW EAU CLAIRE"** selected for the **"UW Campus"** field. Then, 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 don't know, ask your department or select **"UC990000"**.

### Driver Information

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

### 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

### Signature

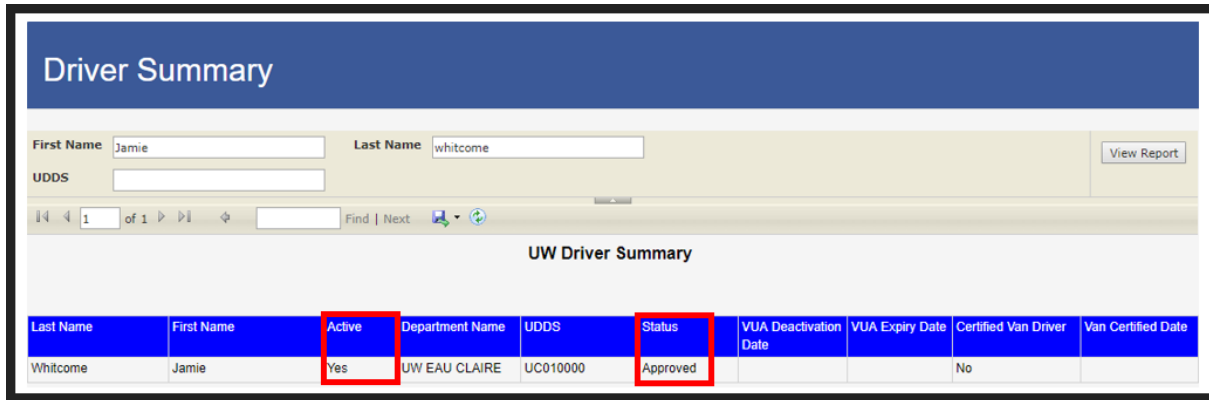
The Department of Administration requires that you certify your Vehicle Use Agreement by submitting an electronic signature. By electronically signing this VUA, I certify that above information is accurate and true.

**Please type your name (Electronic Signature)\***

**Today's Date\*** 

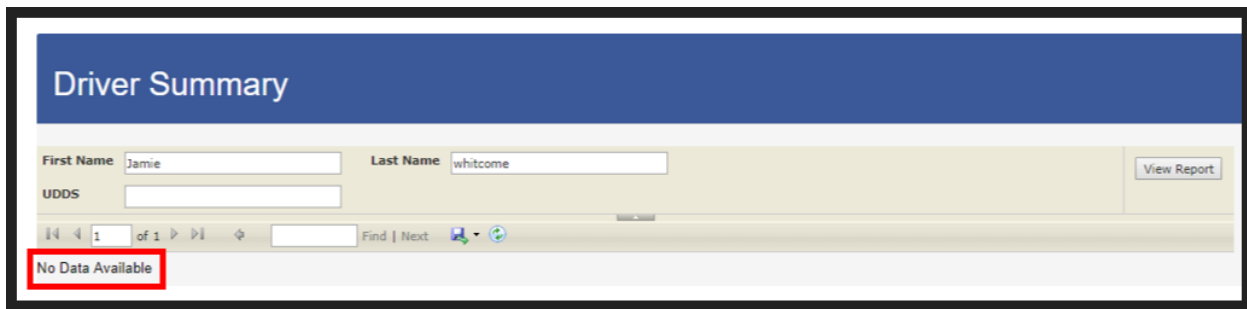
11. Your supervisor will receive email notification when you have completed the Vehicle Use Agreement and when it is approved. If by some reason you don't receive an automated email, please follow the next step.

12. If you want to manually check to see if your VUA has been approved:  
please go to → <https://fleetportal.wi.gov/my.policy>, select “reports” and then select “driver’s summary”. Enter the name in the search field and select “View Report”. If you have been approved, you will see “Yes” for “Active” and “Approved” for “Status”.



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	

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



Last Name	First Name	Active	Department Name	UDDS	Status	VUA Deactivation Date	VUA Expiry Date	Certified Van Driver	Van Certified Date
No Data Available									

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

- ASK Center  
715-836-3131  
[askcenter@uwec.edu](mailto:askcenter@uwec.edu)

**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](#)