

# Vehicle Use Agreement (VUA) Instructions

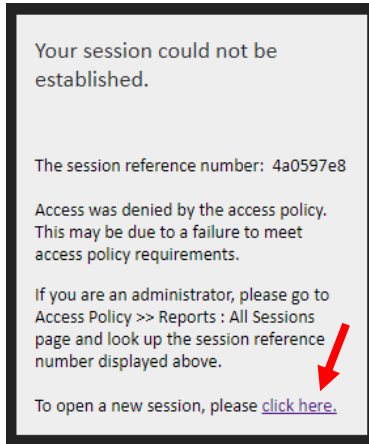
Before starting, please note the following:

- 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 person (employee, student, volunteer) who will be driving a vehicle (personally owned, University owned, or rented) on University business must be authorized to drive and must complete the online Vehicle Use Agreement (VUA).
  - All Out-of-state drivers or anyone having less than 2 years driving experience with a Wisconsin license must also attach a notarized form and copy of the front and back of their license to the VUA.
  - For volunteers – please contact the ASK Center at [askcenter@uwec.edu](mailto: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 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.
- 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:
  - 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 Davies Center, your local bank, or courthouse at no cost. Do not pay for this.
    - Driver abstracts may be obtained from your state's Department of Motor Vehicles Office (DMV) for a small fee.
2. Begin the online VUA process here → <https://fleetportal.wi.gov>.

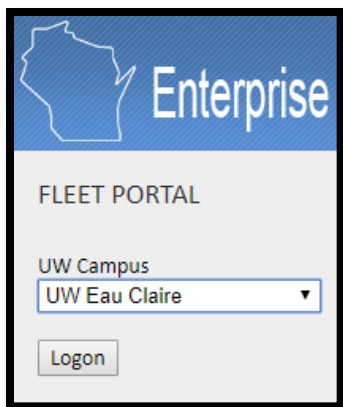
3. If you get this screen, select “**click here**”, otherwise continue to step 4.



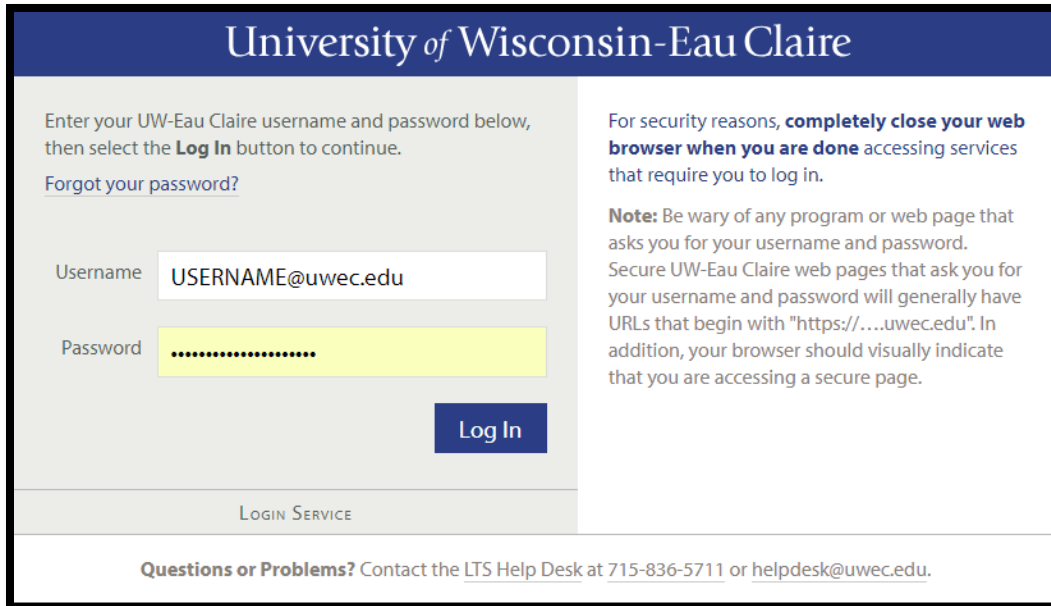
4. Select “**UW**” for type of employee and then “**Logon**”.



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



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



The image shows the login page for the University of Wisconsin-Eau Claire. At the top, the university name is displayed in a blue header. Below the header, there are instructions to enter the username and password, followed by a "Log In" button. The username field contains "USERNAME@uwec.edu" and the password field is masked with dots. To the right of the login fields, there is a security warning and a note about secure URLs. At the bottom, there is a link to the LTS Help Desk.

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

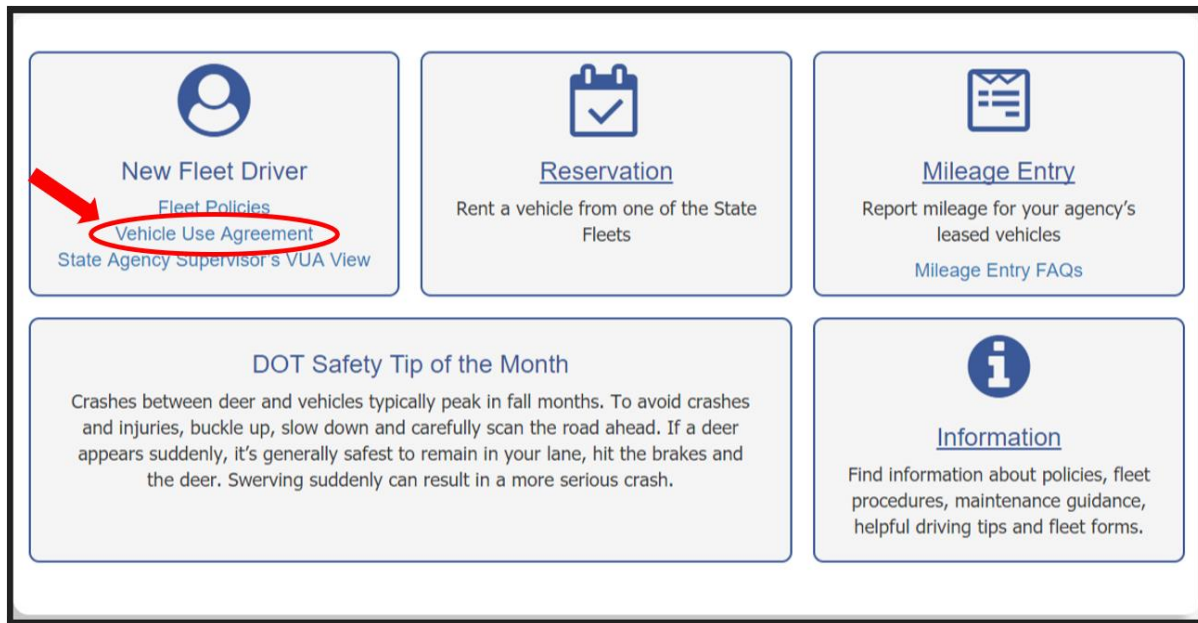
Password: .....

**Log In**

LOGIN SERVICE

**Questions or Problems?** Contact the [LTS Help Desk](#) at 715-836-5711 or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).

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



The image shows a dashboard with several navigation options. A red arrow points to the "Vehicle Use Agreement" link in the "New Fleet Driver" section. The dashboard includes sections for "New Fleet Driver", "Reservation", "Mileage Entry", "DOT Safety Tip of the Month", and "Information".

**New Fleet Driver**  
Fleet Policies  
**Vehicle Use Agreement**  
State Agency Supervisor's VUA View

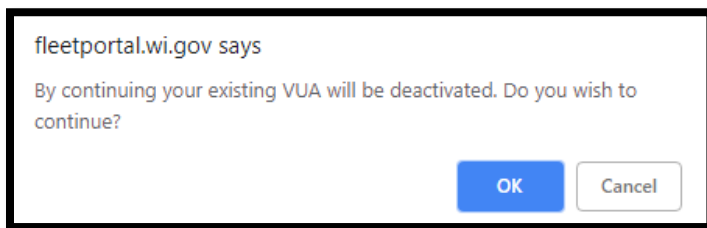
**Reservation**  
Rent a vehicle from one of the State Fleets

**Mileage Entry**  
Report mileage for your agency's leased vehicles  
Mileage Entry FAQs

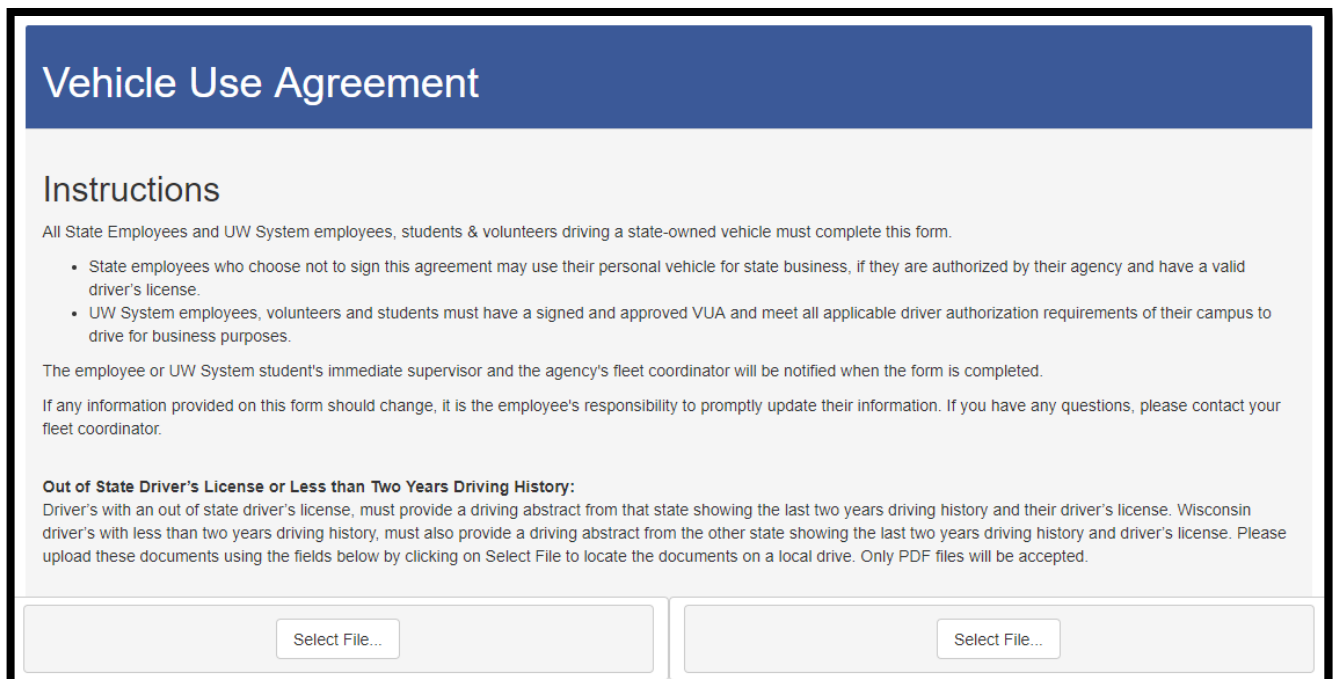
**DOT Safety Tip of the Month**  
Crashes between deer and vehicles typically peak in fall months. To avoid crashes and injuries, buckle up, slow down and carefully scan the road ahead. If a deer appears suddenly, it's generally safest to remain in your lane, hit the brakes and the deer. Swerving suddenly can result in a more serious crash.

**Information**  
Find information about policies, fleet procedures, maintenance guidance, helpful driving tips and fleet forms.

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, otherwise your VUA will be denied.



10. Please complete all fields, including the supervisor name and email. 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="whitcojl@uwec.edu"/>	
<b>License State*</b> <input type="text" value="WI"/>	<b>Driver License*</b> (Format: H999-9999-9999-99) <input type="text"/>	
<b>UW Campus*</b> <input type="text" value="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 an 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”. Approvals may take up to 10 business days to approve.

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](#)
- [UWEC Driver Authorization and Vehicle Use](#)