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 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:
   - 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.

![Message screen](image1.png)

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

![Enterprise screen](image2.png)

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

![Enterprise screen](image3.png)

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

![Login Screen]

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

![Vehicle Use Agreement Screen]
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”.

![Image of the form with fields filled in]

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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.

If you have not been approved, you will see “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

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

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