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 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:
   a. UWEC 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 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.
     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 Eau Claire** 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 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.

7. Please complete all fields, including the supervisor name and email.
   a. Make sure that you have UW EAU CLAIRE selected for the UW Campus field.
   b. For UW USSD Code 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 do not know, ask your department, or select UC990000.
8. Read each of the Employee Agreements and check the boxes if you agree

9. Electronically sign and date and then click Submit

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, please follow the next step.
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 Eau Claire 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
   b. If you have not been approved, you will see “No Data Available”.

Additional Resources:
  - 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

Questions?
If you have any questions, please contact your VUA Coordinators or the ASK Center at:
ASK Center
715-836-3131
askcenter@uwec.edu

Revised 03/08/2021