

DRIVER AUTHORIZATION RENEWAL

For New Permanent Faculty/Staff: that have moved to WI with a non-WI license, you have been temporarily authorized for 6 months. WI state statute requires you obtain a WI license within 60 days of establishing residency. Establishing residency is a mailing address. You will not be re-authorized until you obtain a WI license.

Once you have obtained your WI license and a current copy of the driving abstract from your previous licensing authority, in a PDF format, you will need to re-authorize your driving approval. We will not need a copy of your old drivers' license nor your new WI license.

When you have completed this process, you will be in the database permanently unless your record warrants action or revocation.

Please proceed to the "How To" instructions that follow.

For Permanent Faculty/Staff that are permanent out of state residents: that need to renew their driver authorization, you will need to obtain a current copy of your driving abstract and the front only of your driver's license; these must be in PDF format.

Your authorization will be renewed for 1 year from the date of your driver authorization request. You will need to do this on an annual basis.

Please proceed to the "How To" instructions that follow.

For Students/TE's: that need to renew their driver authorization, you will fall into 1 of 3 categories.

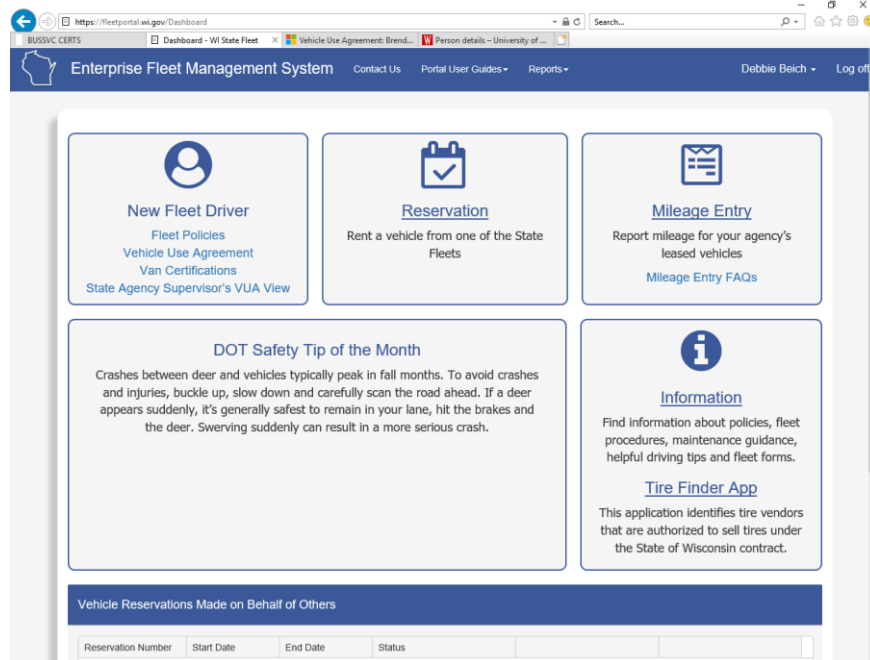
1 – WI license holders that have not been licensed anywhere else, please proceed to the "How To" instructions that follow.

2 – WI license holders that have not held their WI license for 2 years due to being licensed elsewhere. If you were licensed anywhere in the other 49 states of the US, any US Territory or Canada, you will need to obtain a copy of your driving abstract from that licensing authority prior to your re-application; this must be in a PDF format. Then, please proceed to the "How To" instructions that follow.

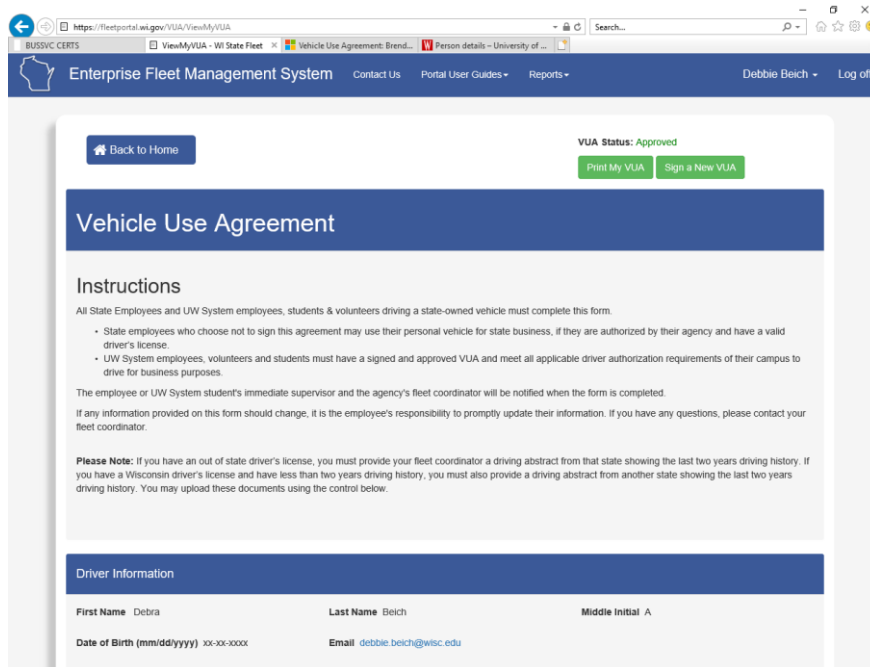
3 – Out of State, US Territory or Canadian license holders must obtain a copy of their driving abstract from their licensing authority and a copy of the front only of their drivers' license. Both must be in PDF format. Then, please proceed to the "How To" instructions that follow.

Driver Authorization Renewal “How To”

Drivers wishing to renew their driver authorization need to visit this link: <https://fleetportal.wi.gov>. Once you have logged into the website, you will see a screen like:



In the top left box titled “New Fleet Driver”, click on “Vehicle Use Agreement”. The screen that follows will look similar to this. Click on the “Sign a New VUA” green button in the top right corner:



You will then see this screen. Complete it with any data changes or updates. If you have PDF(s) that you need to upload, you will add them here. When you type your name and date a submit button should appear, click that and your submission is transmitted electronically for Risk Management at UW-Madison to process.

Enterprise Fleet Management System Contact Us Portal User Guides Reports Alica Kernitz Log off

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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.

If you have an out-of-state driver's license or less than two years of Wisconsin driving history, please click here.

Driver Information

First Name Alica **Last Name** Kernitz **Middle Initial** No Middle Initial

License State* WI **Date of Birth (mm/dd/yyyy)*** **Driver License*** (Format: H999-9999-9999 for WI DL)

Email* akernitz@wisc.edu **Driver Type*** Please Select...

UW Campus* Please Select... **UW UDDS Code** (Please start entering in field below to see list of codes)

Note: When entering the supervisor information below, first enter the supervisor email address and tab out of the field. This will populate the supervisor's name if they exist in our system.

Supervisor Email **Supervisor Name**

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***

You will receive an email stating you have been approved. If you are not a permanent full time employee residing in WI, you will have an expiration date. Check that to know when you will expire. This will generally be 1 year from the date you "signed" the renewal application.

If you have problems, please contact Debbie Beich in Risk Management.