Driver Authorization Vehicle Use Agreement Application

Tips!
Top Reasons your Vehicle Use Agreement Could be Rejected
And Other Important Tips!

Before you apply take some time to review all of the information on our website about Items You’ll Need and Requirements Criteria to Become an Authorized Driver. This will likely increase the chances of successfully submitting your application and becoming authorized/approved.

1. Supervisor’s Name and/or Email are missing.
   - Maybe your supervisor is not in the Enterprise Fleet Management System (EFMS). To get their Contact Profile generated in the system, the supervisor must successfully logon to the Fleet Management system at least one time. The system will recognize their logon and automatically generate a Contact Profile. Now they should be easily located in the system.
     - How will you know? Just ask them.
     - Give it a Try – Reapply!
   - EFMS is very picky about the Supervisor’s name and email entry.
     - First check with your Supervisor to ensure you have their correct email address, which may not be the same address showing in the directory. The UW Madison allows users to select and change their email to a preferred email address, which can sometimes differ from what was entered into the Fleet Management System and associated with their NET ID logon.
     - If you enter the email and still get a message of not found, remove the email address, and enter the last name in the name field. This should pop up any matches and may allow you to select the correct Supervisor name and email for your application.

   IMPORTANT: Although not systematically restricted, this is a required field and if left blank your application will be rejected. Because the system is used by other State of WI agencies that don’t require Supervisor information to process their application, we cannot make this a systematic requirement.

2. Missing UDDS Code
   We are not able to process your application without the UDDS code. The UDDS code is important as it connects your Vehicle Use Agreement (VUA) to other functions such as the Fleet car reservation process and travel expense reimbursement.

   - Before you apply, check with your Supervisor or Financial Specialist to understand what UDDS Code you should use.
   - The UDDS code for your department (e.g., UA000000, or UA for MSN campus + two-digit Division code + two-digit Dept code + two-digit subunit code).
   - You may also check your personal earning statement which states your UDDS code on top, middle box of the Statement, following Department.
   - There are situations where a code may not be in the system, and we will have to verify for you:
     - If you are part of the UW Extension and you can’t locate your UDDS Code in the system, email us at driverauth@bussvc.wisc.edu explaining the error message. We can help to verify the correct code in the system.
     - If you receive an error message to indicate your UDDS Code is not in the system, please email us at driverauth@bussvc.wisc.edu with the correct UDDS Code and department name, we will verify and request technical support to have the code added.
It is best to contact us BEFORE you apply or reapply, as it may help reduce the amount work you will need to do to reapply.

Entry of the UDDS code requires that you
- first select “UW MADISON” from the UW CAMPUS pick list.
- Then, click into the UW UDDS Code text box and type the letters UA followed by the six digits of your UDDS.
- Then click on the search icon (magnifying glass icon), and the dropdown box will open
- Highlight your code by clicking on it
- Click enter to populate the field.

IMPORTANT: Although not systematically restricted, this is a required field and if left blank your application will be rejected. Because the system is used by other State of WI agencies that don’t require the use of UDDS Codes, we cannot make this a systematic requirement.

3. Missing Your Out of State Driver’s License and Abstract/Records
Out of state license holders who wish to become an authorized driver for the UW-Madison will need to upload a copy of their driving abstract/driving record and a legible copy of their license (front only) via the portal at the time of application.
- There are two upload buttons for this purpose in the Out of State section.
- Note – When you scan or takes a snapshot of these documents, please rename to MVR & DL respectively.
- You may be able to obtain your driving records from the applicable Division of Motor Vehicles (DMV) of the respective State/jurisdiction. We only require the non-certified copy, so you may be able to easily obtain the record through your DMV’s website. However, the non-certified copy must have enough information to allow us to confirm your eligibility requirements. If not, you will be required to provide additional information or possibly a certificate copy to verify the missing details.
- We recommend obtaining records directly from respective State’s DMV as these are typically less expensive than commercial record sites, but commercial sites are acceptable if all details are provided (driver’s identity, license number, license status, including their driving record with details on: traffic accidents, traffic violations, driver license suspensions, driver license revocations, driver license cancellations, etc.).
- Fees for obtaining records are an allowable employment expense if you are required to become authorized for business purposes. Please discuss with your supervisor and departmental financial specialist ahead of time to understand how you can submit your expense report for their approval.

4. Two (2) Years of Prior Driving Record and Experience
Our criteria for two years of driving experience includes our ability to verify your driving record for the two year look back period prior to the date of application. Even if you have a current Wisconsin driver’s license, evidence of prior driving record and at least two years of experience are required to be submitted with your application. If you haven’t held a WI license for at least two years, you must
- Obtain a copy of your prior driving abstract from the jurisdiction(s) where you held a driver’s license in the past 2 years. This could be more than one. These documents must show an issue date and expiration date.
- Upload copies of all driving abstract from those jurisdictions when applying to become an authorized driver. If there is more than one, you must combine these documents before uploading them to the system and rename it “MVR”.
- Look at the documents before submitting them. Do they show evidence of two full years of history with dates to support this? If not, you will need to obtain additional evidence to support the full two years of information.
- What if your driving abstract or license does not have a date to reflect the full 2 years prior, but you have at least 2 years of experience?
Contact the Dept of Motor Vehicle for your jurisdiction. Ask them why your records
don’t reflect your entire driving history for their jurisdiction. They may be able to provide
you with additional documentation.

- What if you don’t have two full years of licensed driving experience? Then unfortunately, you are
  not eligible to become an authorized driver. Without a valid, approved vehicle use agreement on
  file, you are not able to driver a state fleet, rental, or personal vehicle on UW-Madison business,
  and cannot be reimbursed for driving related travel expenses.
- If you have exhausted all other options and may need an exception to the two -year driving history
evidence requirement, email driverauth@bussvc.wisc.edu for assistance before you apply.

5. When do I need to reapply and why?
- When your current vehicle use agreement expires you will receive an automated email to indicate
  its time to reapply.
- If your Vehicle use agreement is deactivated because you did not meet the Criteria Requirements
  for UW-Madison, you will receive an email explaining when you may be eligible to reapply.
- Students with a WI driver’s license must reapply at least annually, but depending on the situation, it could be more frequent.
- When you change Supervisors or Departments, you must reapply.
- Volunteers and Driver’s with an Out-of-State Driver’s License must reapply at least annually, but
  depending on the situation, it could be more frequent.
- If you have a valid NetID with the UW-Madison, you must apply online. We are not able to
  manually enter your application for you or your department.
- If your license expires, is suspended, or revoked, you may reapply when you again have a valid
driver’s license.
  - Occupational driver’s licenses or learner’s permits are not recognized by the UW-
    Madison as a valid driver’s license.
  - If your license has been revoked for any reason, you will not be eligible to reapply to
    become authorized until at least 12 months after your reinstatement date.

Please allow at least 10 Business Days for your Driver Authorization Vehicle
Use Agreement application to be processed before contacting us.

Have a question? Contact us at Driverauth@bussvc.wisc.edu.