PLEASE PAY CLOSE ATTENTION

Driver Authorization and Vehicle Use
The purpose of this information is to provide the UW-Whitewater campus with procedures regarding driving requirements that must be met in order for officers, employees, students, volunteers or agents to be authorized to use a State/University owned, leased, rented or personally owned vehicle on university business.

It is critical to remember that driving any vehicle on university business is not a right but a privilege. Vehicle use entails a wide variety of related issues which affect the liability, property and workers compensation experience of the university.

It is appropriate to drive when the purpose of the trip fits the mission of the university or the official business of the university is carried out as a result of the trip. Anyone driving on state business must be an active officer, employee, currently enrolled student, or specified volunteer or agent. A valid relationship between the university and the driver must be in place prior to being authorized.

A Vehicle Use Agreement form is required for officers, employees, students, volunteer or agents whose duties require them to drive on university business. This includes using:

- a State or University vehicle,
- any rented or leased vehicle while on university business, or
- a personally-owned vehicle

Coverage for use of university-owned vehicles is restricted to our University Self-Funded Liability Program. It is a requirement of the University Self-Funded Liability Program that anyone driving on behalf of the university must have a Volunteer use agreement form on file in the Risk Management and Safety Office, prior to departure.

When driving a personal vehicle on university business, the vehicle owner's personal coverage is primary. The State liability protection applies on an excess basis only. The State liability and property program do not provide coverage for non-university vehicles. The vehicle owner should contact their personal insurance company to determine how coverage will be applied for business use of their vehicle.

In general, non-employee and non-agent passengers are not allowed to ride in vehicles being used on university business due to the additional liability exposure which they pose. Contact Risk Management and Safety for further information.

Minimum Driving Requirements

- Must have a valid operator's license. (New residents to Wisconsin must obtain a WI driver's license within 60 days of residence; 30 days if the person holds a CDL.)
- Must have minimum of two years licensed driving experience (not including instructional experience).
- Must be eighteen (18) years of age.
Driver Disqualification

- Three or more moving violations and/or at-fault accidents in the past two years.
- An Operating While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months.
- Expired license
- Suspension or revocation of driver's license
- Possession of an occupational license only
- Less than two years driving experience
- License reinstated for less than one year

Submitting Your Vehicle Use Agreement through the Portal

1. From the home screen the default is State employee, you need to choose UW (students as well) from the drop down, then click “Logon”. After that select UW-Whitewater and “Logon”.
2. Upon signing in with your UW-W credentials you’ll land on the Dashboard, Under “New Fleet Driver” you’ll select “Vehicle Use Agreement”.
3. When entering your information on the submission form be certain to select UW-Whitewater as your campus, this is the mechanism which will direct your submission to the UW-Whitewater Risk Management department for authorization. STUDENTS ONLY be certain to select the “I am a UW Student” check box.
4. You may submit leaving the UDDS code, Supervisor Name and Supervisor email blank, it will ask you do you want to submit without and then you’ll need to answer yes PLUS CLICK SUBMIT A SECOND TIME.
   - If your Net ID utilizes a preferred name it must manually be changed to match your legal name, please contact Risk Management after completing your submission to avoid delay in travel expense reimbursement. The UWSA Travel Auditors are not familiar with our employees preferred names and will kick the reports back.

Complete your online submission here: https://fleetportal.wi.gov

**Out of state license holders must also submit the UW-Whitewater Notarized Statement of Driving Record to verify their out of state driving record. In order to have your statement notarized you must take two forms of ID with you and sign the form in front of the Notary (NOT BEFORE). A Notary is a person who is legally empowered to witness and certify the validity of documents. Contact a notary for an appointment. A list of campus notaries can be found here. You will then need to scan the notarized statement and upload the pdf when completing your online submission. The original completed Notary Statement should be sent to Risk Management, Hyer 333. If you submit without uploading the notarized statement it can do it once Risk Management receives the original.

General Information
Driving records of Authorized drivers from the State of Wisconsin will be checked monthly.

Employee Authorizations: Once approved, employees do not need to annually submit a Vehicle use agreement Form. Employee authorization ends when the employee driver fails to meet the minimum driving standards, when Risk Management & Safety is notified to inactivate, or when employment is terminated. If an employee leaves and then returns, a new Vehicle Use Agreement will need to be submitted through the portal.
**Student Authorizations:** Expire annually on May 31st, when the student driver fails to meet the minimum driving standards, or when Risk Management and Safety is notified to inactivate. After May 31st, a new Vehicle Use Agreement will need to be submitted through the portal. Requests for extension past May 31st can be made to Risk Management and Safety.

**Volunteer/Agent Authorizations:** Expire at the end of their term of service, when the driver fails to meet the minimum driving standards, or when Risk Management and Safety is notified to inactivate. After expiration of term, which is a maximum of one year, a new Vehicle Use Agreement form will need to be submitted to Risk Management and Safety for processing along with an updated Volunteer/Agent letter.

**Definitions**

- "Employee" - Officer, Staff, Faculty, LTE, Project
- "Student Driver" - University of Wisconsin currently enrolled students, including student employees.
- "Volunteer/Agent Driver" - An individual other than a student or employee who is officially registered as a University Volunteer in the Office of Risk Management and Safety.

**UW-Whitewater Risk Management & Safety**
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[https://www.uww.edu/adminaffairs/riskmanagement](https://www.uww.edu/adminaffairs/riskmanagement)