

Sign an Electronic Vehicle Use Agreement

All drivers must sign an electronic Vehicle Use Agreement (VUA) and submit the completed VUA prior to operating a state vehicle when we go live with our new Enterprise Fleet Management System. Even if drivers currently have a paper VUA, they will need to complete an electronic VUA for the new system. Also, please take some time to reacquaint yourself with the Preface, Chapter One and the VUA Addendum in [the Fleet Driver and Management Policies and Procedures Manual](#).

What is an electronic VUA?

The VUA is an agreement electronically signed by a driver of state vehicles acknowledging they have reviewed state driver policies, are eligible to operate a state vehicle, agree to inform their supervisor of a change in eligibility and agree to a monthly check of their driving status. New VUA policies are provided in the [Addendum to Fleet Driver and Management Policies and Procedures](#).

Why move to an electronic VUA?



We're going paperless! All VUAs will be completed and stored electronically. A driver can print their VUA and the personally identifiable information will be blocked on the printed form.

- Much of the information in the form will be automatically populated.
- Unlike the previous Fleet Portal where drivers had to log in with their driver's license number, completing the electronic VUA will be the only time a driver will need their driver's license number.
- Supervisors will not be required to approve an electronic VUA, but they will be notified when an employee completes a VUA.

How do I complete an electronic VUA?

1. **Driver information:** The VUA first requests driver information. The name and supervisor information will auto-populate. The driver should complete the remainder of the fields. The supervisor information cannot be changed. If you are a state employee most of the information will be automatically populated.
2. **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 in Wisconsin, must also provide a driving abstract from the other state showing the last two years driving history and driver's license.
 - To upload these documents, the driver will need to scan the abstract and the driver's license into PDF format and save to a local drive. The driver will then within the instruction area on the VUA, upload these documents using the provided fields by clicking on browse/choose file to locate the documents on their local drive. Note: Only PDF files will be accepted. Then the driver can fill out the rest of the VUA.

3. **Employee Agreement:** The driver should click on each box in the Employee Agreement that accurately reflects the driver's record. All boxes must be checked for a VUA to be accepted. If a driver cannot check all boxes, they are not eligible to drive a state vehicle.

4. **Signature:** By typing their name and the date in the Signature portion of the VUA, the driver has electronically signed the document. After the driver clicks on Submit, they will be able to drive a vehicle.

5. The VUA will be stored electronically. However, once a VUA is submitted, a green Print box will appear at the top of the page and the driver can print a paper copy of their VUA. Personally identifiable information like the driver's license number and the driver's birthdate will be redacted.

Helpful hint: Have your license number ready so you can complete the form before it times out.

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 browse/choose file to locate the documents on a local drive. Only PDF files will be accepted.

Browse...

Browse...

Driver Information

First Name Sharon	Last Name Hillery	Middle Initial
Date of Birth (mm/dd/yyyy)* <input type="text"/>	Email* <input type="text" value="Shari.Hillery@wisconsin.gov"/>	
Driver License* <input type="text"/>	License State* <input type="text" value="WI"/>	
Agency* <input type="text" value="Select agency"/>	Division/Department* <input type="text" value="Select Division"/>	
Supervisor Name Cruz, Joseph F	Supervisor Email Joe.Cruz@wisconsin.gov	

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 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*



Submit

Cancel