

# DRIVER AUTHORIZATION RENEWAL GUIDE

## Renew your Vehicle Use Agreement or “Sign a New” Vehicle Use Agreement

If you have been notified that your Vehicle Use Agreement (VUA) will expire, but you need to continue to be an authorized driver, to renew you must reapply and sign a new VUA in the Enterprise Fleet Management System (EFMS). Follow the links on the email notification to access the Fleet Portal and begin the process.

NOTE: *If you are a Volunteer, please contact your UW Madison supervisor to determine if you may renew your VUA. They must confirm your eligibility and determine what paperwork may need to be submitted on your behalf to us at [driverauth@bussvc.wisc.edu](mailto:driverauth@bussvc.wisc.edu).*

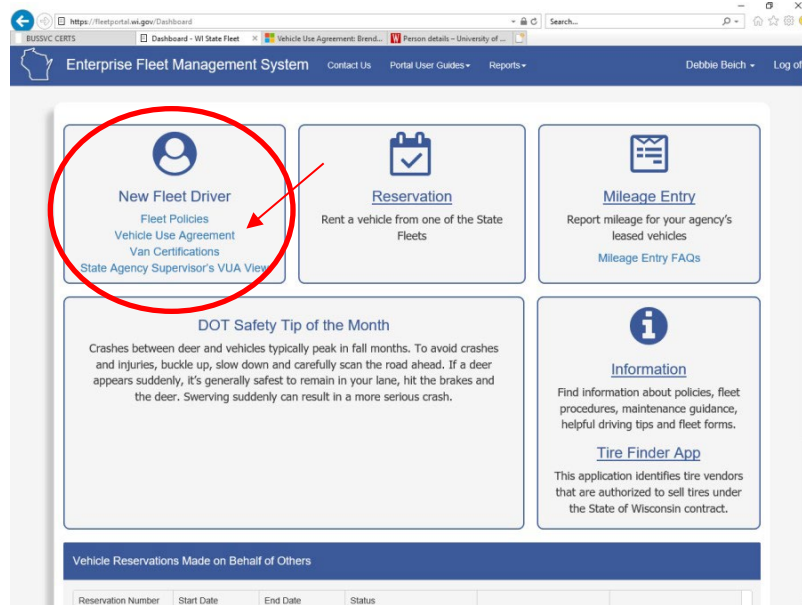
### **Some reasons you may need to renew your VUA:**

- You obtained a Wisconsin driver’s license after moving to Wisconsin
- You hold an out-of-state license and must reapply at least annually
- You change departments and supervisor
- You change your employment status, such as moving from Student to Employee, or Temporary or Limited Term Employee to Permanent Employee
- Your license expired, was suspended or revoked, and you may now reapply (you have a valid driver’s license)
  - As long as you meet the [Required Criteria](#)
  - 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  - If your license has been revoked for any reason, you will not be eligible to reapply to become authorized until at least 12 months after your reinstatement date.

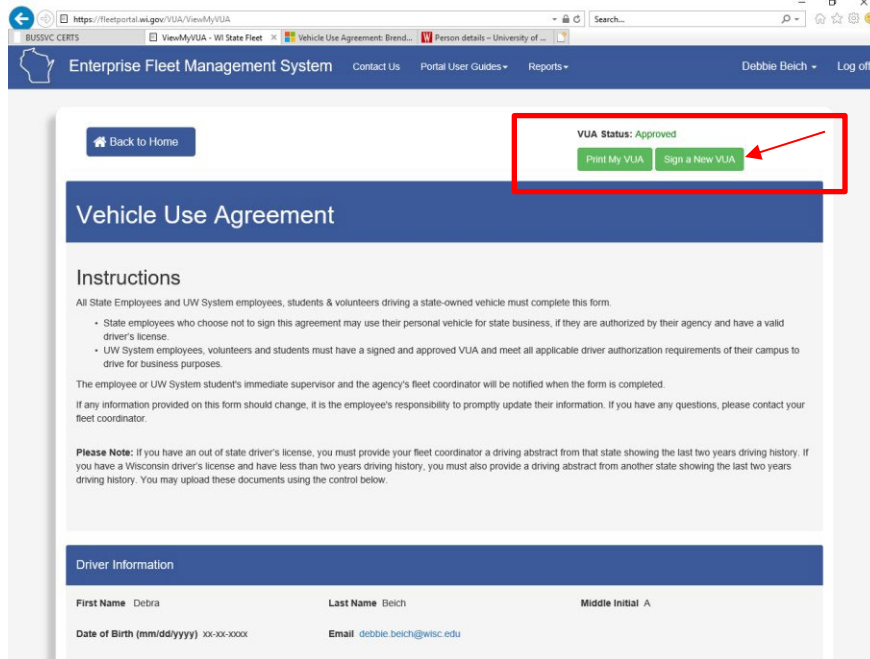
**Please allow at least 10 Business Days for your Driver Authorization Vehicle Use Agreement application to be processed before contacting us. Have a question? Contact Risk Management at [Driverauth@bussvc.wisc.edu](mailto:Driverauth@bussvc.wisc.edu).**

## ***Driver Authorization Renewal “How To”***

To renew a driver authorization, visit this link: <https://fleetportal.wi.gov>. Logon to the website using your Net ID credentials and select UW-Madison. In the top left box titled “New Fleet Driver”, click on “Vehicle Use Agreement”.



Then, click on the “Sign a New VUA” green button in the top right corner:



Complete the VUA providing your information updates such as new driver’s license, department ID (UDDS), and/or supervisor information. If you have driving records or photographs to upload, add them When selecting the proper options in this section **(A)**. When you type your name and date, a submit button will appear **(B)**. You and your supervisor will receive automated email notifications of the status.

