

# Tips!

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

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

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](#).

**1. Supervisor's Name and/or Email are missing. Your application will be denied.**

- Supervisors, for driver authorization purposes, **must** be a valid UW-Madison employee. Volunteers, students, Emeritus, Honorary Associates or Honorary Professors, and Fellows, are examples of those who are considered agents, but not employees and are not authorized to act as supervisors for UW Madison drivers.
  - **Check with your Hiring Manager or department Human Resources representatives to determine the appropriate supervisor before applying.**
- 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 with their Net ID Credentials 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 using the email associated with their Net ID Credentials (*not a preferred or departmental email*)
  - 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 and use that email when submitting their own Vehicle Use Agreement (VUA).
    - If they use a preferred email on their own VUA, that will be the correct email address in the Fleet Management System.
  - If the supervisor does not have a VUA on file, and only a Contact Profile, then the email will be that associated with their originally issued Net ID Credentials (not a preferred or departmental email).
  - 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 may show matches and may allow you to select the correct Supervisor name and email for your application.
  - The Supervisor can and should logon to the Fleet Portal to see what email they have associated with their own VUA

**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. Your application will be denied.**

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](mailto: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](mailto: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. Your application will be denied.**

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, or your application will be denied.

- There are two upload buttons for this purpose in the Out of State section.
- Note – When you scan or take a snapshot of these documents, please rename to MVR & DL respectively in a pdf format.
- 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 certified 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 site or non-certified records are acceptable if all details are provided (driver's identity, license number, license status, issue and expiration dates, 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 missing. Your application will be denied.**

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.
- Select the option that says "If you have an out-of-state driver's license OR LESS THAN TWO YEARS OF WISCONSIN DRIVING HISTORY, please click here" – this will trigger the option to upload copies of your prior records at the bottom of the VUA page.

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

- 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?
  - Provide a copy of a prior or older license showing an issue date of at least 2 years ago with your reapplication.
  - 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 drive a state fleet, rental, or personal vehicle for UW-Madison business purposes, 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](mailto: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 every 5 years.
- 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.
- When you change Supervisors or Departments, you must reapply.
- 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**.

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**Have a question? Contact us at [Driverauth@bussvc.wisc.edu](mailto:Driverauth@bussvc.wisc.edu).**