October 12, 2017

TO: UW-Madison Campus

FROM: UW-Madison Risk Management

SUBJECT: Driver Authorization Changes - Complete a New Electronic Vehicle Use Agreement Form

This email is to follow-up on the October 9, 2017 memo regarding the new Enterprise Fleet Management System (EFMS). Below are points of emphasis to some common questions and issues.

- **Enterprise Fleet Management System (EFMS)** is the new system from WI Department of Administration (DOA) that will be utilized to manage UW-Madison driver authorizations (along with other fleet functions). It is replacing FleetAnywhere. EFMS went live October 6, 2017 for accepting drivers. Electronic Vehicle Use Agreements (EVUA) will now be submitted and stored electronically for all individuals with a UW-Madison NetID. Paper forms will no longer be accepted for prospective drivers that have a NetID. (however see below for volunteer and pre-employment steps).

- **Impacts all Drivers on University Business.** All individuals (both existing drivers and new prospective drivers) who seek to drive for any university business must complete a new EVUA in the Enterprise Fleet Management System. This includes driving personal vehicles for business purposes, UW/DOA Fleet vehicles, campus vehicles, or any rental vehicle from an external providers (e.g. Enterprise, National, etc.) for business purposes.

- **Complete the new EVUA.** All drivers (both existing drivers and new prospective drivers) must complete a new EVUA through the following Enterprise Fleet Management System portal - [Enterprise Fleet Management System](https://fleetportal.wi.gov). Follow instructions provided at that website and also see the Portal User Guide for assistance in completing the vehicle use agreement process. Note – have the following items prepared for this process:
  - Your Net ID and Password
  - Your Driver's license number
  - Your supervisor's/direct reports name and email address. Without a valid supervisor name and email, your EVUA will be denied.
  - The UDDS code for your department (e.g. UA000000, or UA for MSN campus + two digit Division code + two digit Dept code + two digit sub unit code). Ask your supervisor (or their supervisor) for appropriate UDDS code. Note -
    - 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 first few digits of your UDDS. The pick list will both pop open and begin to narrow down choices as you type in your UDDS until you are able to click on the correct choice. Contact Risk Management with any UDDS problems.
    - Without a valid UDDS code your VUA will be denied.
    - Note - the UDDS selected in the EVUA process will not determine billing funding for fleet reservations or other billing matters. This particular section uses UDDS to track employee location, run reports, and help with certain authorizations.
  - Out-of-state license holders will need to upload a PDF copy of their driving abstract/driving record and a legible copy of their license (front only) via the portal (there are two upload buttons for this purpose in the *Out of State* section). Driving
records may be obtained from the applicable Division of Motor Vehicles (DMV) of the respective State. We only require the non-certified copy. Note – go directly to your State DMV as cost for commercial driver records tends to be higher. The former notary process with no longer be in place for out-of-state individuals. Any questions on transitioning from out-of-state to permanent WI license please contact Debbie Beich at (608) 262-8926.

- **Volunteers** who do not have a NET ID will need to continue to submit a paper VUA. See UW-Madison [http://www.bussvc.wisc.edu/risk_mgt/Volunteer%20Driver%20Authorization.pdf](http://www.bussvc.wisc.edu/risk_mgt/Volunteer%20Driver%20Authorization.pdf) for the volunteer form and instructions.

- **Pre-employment checks** – continue to use [Pre-Hire Driving Record Check](https://www.bussvc.wisc.edu/risk_mgt/Volunteer%20Driver%20Authorization.pdf) form. Contact Risk Management with questions.

- **No changes on Travel Policy** - There are no changes to UW-Madison Travel Policies due to this Driver Authorization system change. Individuals must be authorized in the new Enterprise Fleet Management System (EFMS) in order to drive any UW-Madison vehicle, reserve fleet vehicles, reimbursed for personal vehicle business use and to rent a vehicle from external providers (e.g. Enterprise, National, etc.). In addition, State of Wisconsin driver auto liability coverage while driving in course and scope of employment or agency is contingent on one completing and satisfying all Driver Authorization requirements by the below stated deadlines.

- **Searching for Approved Drivers.**
  - **Expense Reimbursement Division Coordinators** – To confirm approved drivers in the new EFMS you will search on the Enterprise Fleet Management System (EFMS) portal under Reports in the top menu, select Driver Summary and begin appropriate search. Also, follow instructions for the Driver Summary Report (page 7 of the Portal User Guide). The outgoing FleetAnywhere will be available until December 15, 2017. However, both databases are currently being utilized which may require searching both to find the applicable driver during the next two months. After December 15, 2017 use Enterprise Fleet Management System exclusively. Contact your department about expensing this employment cost.
  
  - All others with an account in EFMS may follow the above process to search for their own or other's approval status.

- **Confirmation Emails To Supervisors** - We are working with DOA confirmation emails being sent to Supervisors upon their employee's application and approval. Also, if a department would like to become an Approver of their students drivers that can be arranged by the department assigning personnel to manage the process (this is not required, but is an option for departments). Contact Risk Management with questions.

- **Key deadlines:**
  
  - All new prospective drivers seeking to gain driver approval must now use the new Enterprise Fleet Management System beginning October 9, 2017.
  
  - All drivers seeking to reserve a UW-Madison Fleet Vehicle must have their new EVUA completed by October 27, 2017 in order to reserve a vehicle from fleet.
  
  - All other drivers must have their EVUA completed as soon as possible, but no later than December 15, 2017 (date our old FleetAnywhere system is deactivated) in order to be reimbursed for personal vehicle business use, allowed to rent vehicles from external providers and to be covered by the State of Wisconsin auto liability coverage.
For more information:

- See the [Portal User Guide](#) for completing and submitting an electronic VUA to UW-Madison.
- The State’s [Fleet Driver and Management Policies and Procedures Manual](#) available on the new portal
- [UW System Vehicle Use and Driver Authorization Policy](#)

If you have any questions, please contact Debbie Beich at (608) 262-8926 or myself at 608-262-8925.

We apologize for any confusion. Thank you for understanding and assistance in this matter.

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October 6, 2017

TO: UW-Madison Campus

FROM: UW-Madison Risk Management

SUBJECT: Driver Authorization Changes - Complete a New Electronic Vehicle Use Agreement Form

The Wisconsin Department of Administration is launching a new fleet asset management system. Enterprise Fleet Management System (EFMS) will go live October 6, 2017 and all new Electronic Vehicle Use Agreements (EVUA) will be submitted and stored electronically.

To avoid an interruption in service, all employees who drive fleet vehicles for university business must complete a new EVUA before October 27, 2017. Please note, that until further notice, Volunteers who do not have network access will continue to submit a paper VUA.

It will only take a few minutes to complete the EVUA, and we suggest you have the following items available before logging in to the new Enterprise Fleet Management System at https://fleetportal.wi.gov:

- Network ID and Password
- Driver’s license number
- Your supervisor’s (or other local authority) name and email address
- UDDS code for your department (e.g. UA037300). Ask your supervisor for appropriate UDDS code. Make certain you pick UW-Madison Campus first, then you will need to enter a zero in the UDDS field to obtain the drop-down menu from which you will choose your correct code.
- Out-of-state license holders will need to upload a driving abstract and a legible copy of their license (front only) via the portal.

Your supervisor will receive an email notification when you have completed the Vehicle Use Agreement. Hard copy signatures will only be required for Volunteers submitting a paper VUA.

For more information:
- See the Portal User Guide for completing and submitting an electronic VUA to UW-Madison.
- The State’s Fleet Driver and Management Policies and Procedures Manual available on the new portal
- UW System Vehicle Use and Driver Authorization Policy

If you have any questions, please feel free to contact your VUA Coordinator, Debbie Beich at (608) 262-8926.

Thank you for your support in successfully launching this new tool!