

Policy

- It is a requirement of the State of Wisconsin that all UW employees who need to drive complete a Faculty/Staff Vehicle Use Agreement or a Student/Volunteer/LTE Driver Authorization form and be approved by Risk Management before driving any University/State-owned vehicle or any other vehicle on official University business
- Only state employees, authorized University of Wisconsin System students and other authorized agents of the state may drive a vehicle.
- All drivers must meet minimum standards. Approval must be confirmed BEFORE driving any vehicle on university business.
- The driver authorization form describes the purpose for using the vehicle, and if authorization is approved, actually confirms an agency relationship between the driver and the University.
- If approved, the driver authorization process results in liability protection for faculty/staff, students, volunteers and LTEs while driving in the course and scope of their assigned University duties or responsibilities.
- Approved drivers will be added to the approved driver database as follows:
 - Faculty/Staff—**indefinitely. However, if you hold an out-of-state license, authorization expires every six months until you obtain a Wisconsin license, 60 days of residency requires a Wisconsin license**
 - LTE's—**maximum of two years. However, if you hold an out-of-state license, authorization expires every six months until you obtain a Wisconsin license, 60 days of residency requires a Wisconsin license**
 - Students/Volunteers—**maximum of one year or duration of trip**
- Authorization to drive a state vehicle may be denied or revoked if the employee, student or agent's driving record reflects certain violations.
- Use of a state vehicle must be for official university business only.
- Drivers and passengers must comply with all Wisconsin laws. Drivers are responsible for paying all vehicle citations.
- Drivers are responsible for immediately reporting all accidents or any damage to state vehicles.
- If an approved driver experiences a legal name change a new vehicle use agreement/authorization form must be submitted

Driver Authorization Criteria

All sections of the authorization form must be completed before a determination of approval or rejection can be made.

- Violations and/or accidents --Rejection will be automatic if any one, or any combination of the following exist:
 - Moving violation(s) and/or at fault accident(s) within the past 3 years:
 - Two or more incidents
 - Six or more points (Students/Volunteers)
 - Seven or more points (Faculty/Staff or LTE's)

Points are assessed according to Wisconsin Department of Transportation point system. Risk Management assesses points for three years from the

violation/accident date. This includes out-of-state violations/accidents. You may obtain a current copy of the point value assessment at <http://www.dot.wisconsin.gov/drivers/drivers/points/point.htm>, please click on download BDS108.

- Violations within the past 12 months for:
 - Drunken driving
 - Driving under the influence of drugs
 - Reckless driving
- Driver Experience -- Rejection will be automatic when someone has:
 - Had their reinstated license in effect less than one year after revocation.
 - Had their license less than two years. (They do not have enough on-the-road experience to be driving University-owned vehicles.)
- Purpose for using the vehicle is another basis for determining approval or rejection. In order to receive approval, the purpose must be for official University business.
 - Some examples of approved vehicle usage are:
 - Field trips that are for educational purposes, and have on-site supervision by a UW employee.
 - Educational programs which require training to be taken outside of the Madison area and are course-required. This would not include students who are required to train at some other site all day every workday of the week.
 - Business errands for a department.
 - University-related conferences, meetings, and events.
 - Research under the direct supervision of a principal investigator or instructor.
 - Volunteer programs that are under the direct supervision of the University, the program provides substantial benefit to the University, and where an agency relationship exists between the driver and the University.
 - Some examples of inappropriate vehicle usage are:
 - Individual research projects or coursework primarily for the personal benefit of a student working toward a degree.
 - Student field trips that do not have the approval of the faculty or advisor and/or are not class related.
 - Student Organization trips which are not related to student participation in institutional governance.
 - This driver authorization process actually confirms an agency relationship between the driver and the university and results in liability protection for students and volunteers while driving in the course and scope of their assigned University duties or responsibilities.

Departmental Procedures

Faculty/Staff/ Students, volunteers or LTEs who meet the minimum standards for driver authorization must complete and sign the appropriate authorization form. Incomplete forms will not be processed or returned.

Faculty/Staff must complete the Faculty/Staff Vehicle Use Agreement

1. The form must be signed by the supervisor and provide the supervisor's the name, email address and phone number

Students, Volunteers and LTEs must complete the Student/Volunteer/LTE Driver Authorization Form

1. The form must be signed by the professor or coordinator requesting authorization and must also provide the professor or coordinator's name, email address and phone number.
2. A **detailed** description of the purpose for which the vehicle will be used is necessary.

Processing of driver authorizations takes up to 10 working days from receipt of the form in the Risk Management office.

Out-of-State Driver's Licenses/Wisconsin License>Three Years

Any driver (faculty/staff, student/volunteer/LTE) with an **out-of-state license**, or **holding a Wisconsin driver's license for less than three years due to previously being licensed in another state**, must submit the following in addition to the appropriate form described above:

1. A notarized Statement of Driving Record listing any moving violations or accidents they have been involved with in the past three years, and
2. An official, state-issued driver's record/abstract dated within 30 days of the driver authorization request.

Processing of driver authorizations takes up to 10 working days from receipt of the form in the Risk Management office.

Driver Authorization Expiration

Approved drivers are added to the database with expiration dates as follows:

- **Faculty/Staff** – no expiration date.
- **LTE's** - maximum of two years, however if you hold an out-of-state license, authorization expires every six months until you obtain a Wisconsin license, 60 days of residency requires a Wisconsin license
- **Students/Volunteers** - maximum of one year or duration of a trip
- If a legal name change occurs, drivers must submit a new vehicle use agreement.

Confirmation of Driver Approval or Rejection

- If authorization is approved, the driver's name will be added to the [Approved Driver database](#).
- Approval must be confirmed BEFORE students, volunteers or LTEs are allowed to drive a departmental vehicle.
- Approval must be confirmed BEFORE a driver attempts to reserve a fleet vehicle from UW-Madison or any other agency fleet pool.
- If the authorization is rejected, an email will be sent to the driver and the driver's supervisor, etc, explaining why the individual was rejected. The individual should then be notified that he/she is not allowed to drive UW vehicles.