



VEHICLE USE AGREEMENT

Permanent Employee [] Student [] Volunteer [] LTE [] Agent [] (check all that apply)

Student's this form expires May 31st of every year.

PLEASE PRINT or TYPE

Form with fields: Driver's Full Name, Local Address, Department Name, Email address, Driver's License Number, Driver's Date of Birth, Student ID Number, Work or Personal Phone Number, State.

Driver authorization is required for students, limited term employees, agents, volunteers and employees whose job requires them to drive on university business. This includes using: a State/University owned vehicle, any rented/leased vehicle or a personally owned vehicle while on university business.

Instructions: The first step in becoming an authorized driver is to complete this vehicle use agreement form. Completing this form indicates the driver has read and understands the State Fleet Policy and Procedures Manual.

Individuals holding out of state licenses: A driver abstract from the state of issuance should be obtained and reviewed for adherence to the driver authorization requirements for any individual with an out-of-state license, military license, or international license. It will be the driver's responsibility to obtain such abstract and submit it to the Transportation Department along with their Vehicle Use Agreement for processing and approval. The following website lists all State Departments of Transportation: http://www.fhwa.dot.gov/webstate.htm. Drivers new to Wisconsin are required to apply for a Wisconsin driver's license within 60 days of establishing residency. Exceptions to this timeframe must be approved by the UW System institution's risk manager.

Drivers from other countries: The only acceptable international driving permit is from Canada. Any driver who has an out-of-country license or permit and is requesting approval to drive on University business must pursue a Wisconsin driver's license within 60 days of establishing residency. Exceptions must be approved by the UW System institution's risk manager.

Completed forms are to be returned to the driver's immediate Supervisor/ Faculty/Staff for their signature. Then return to the Transportation Office 120 Maintenance & Materiel Building at least two working days prior to departure for processing.

Driver Agreement: I acknowledge that I have received and/or read a copy of the State Fleet Policy and Procedures Manual, Chapter One: Fleet Driver Policies. I understand the contents and agree to comply with the policies. Failure to comply is considered a violation of work rules. I understand that my driving record will be checked periodically and authorization ends when my driving record fails to meet the minimum driving standards or when employment is terminated.

I further agree to inform my Supervisor/ Faculty/Staff of any negative change in the status of my driving record, such as license revocation, restriction or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving on university business.

Signature and Date fields for Driver, Supervisor/Faculty/Staff, and Fleet Manager, including E-mail address and Date Record Check.