

October 31, 2017

TO: UW-Madison Campus

FROM: UW-Madison Risk Management

SUBJECT: Driver Authorization Changes Update

This memo is to follow-up on previous communications 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. (note - 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.
 - Note - Drivers currently approved in our outgoing [FleetAnywhere](#) are still authorized to drive. However deadlines listed below need to be addressed.
- **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 \(https://fleetportal.wi.gov\)](https://fleetportal.wi.gov). Use Internet Explorer (other platforms will not work). Follow instructions provided at that website and also see the [Portal User Guide](#) for assistance in completing the vehicle use agreement process. Note - when first logging into the EFMS be certain to Select **UW** on the first screen, then **UW-Madison** on the following screen. Have the following items prepared for this process:
 - Your Net ID and Password
 - Your Driver's license number
 - Your supervisor's (or other local authority such as Department Chair) name and email address. Without a valid supervisor name and email entered, 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. You may also check your personal earning statement which states your UDDS code on top, middle box of the Statement following *Department*.
 - 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, the drop down box will open and highlight your code. Click on the code to populate the field. If your code does not appear stop, exit the program and report it to Risk Management and we will notify DOA to have entered into the system.
 - Without a valid UDDS code your VUA will be denied.
 - Note – Fleet reservations is not utilizing the UDDS submitted for driver authorizations directly for billing. Fleet reservations handles billing separately.

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- 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). Note - When one scans the copies, rename to **MVR & DL** respectively (files names that are too many characters will not upload). Driving records may be obtain from the applicable Division of Motor Vehicles (DMV) of the respective State. We only require the non-certified copy. We recommend obtaining records directly from respective State's DMV as these are less expensive verses commercial record sites. Fees for obtaining one's records are an allowable employment expense.
- **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 for the volunteer form and instructions.
- **Pre-employment checks** – continue to use [Pre-Hire Driving Record Check](#) 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 stated deadlines.
- **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 attached [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.
- **Confirmation Emails To Supervisors** - We are working with DOA to confirm when and if confirmation emails will be sent to Supervisors upon their employee's approval. We are also seeking clarification of some of the language utilized in the email being sent (e.g. - some employees listed as volunteers incorrectly). Contact us with questions in the interim.
- **Key deadlines:**
 - All new prospective drivers seeking to gain driver approval must now use the new [Enterprise Fleet Management System](#).
 - All drivers seeking to reserve a UW-Madison Fleet Vehicle must have their new EVUA completed in order to reserve a vehicle from fleet or prior to any rental request moving forward. Contact Fleet Office with questions on reservations.
 - 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 drive university vehicles, 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.
 - NOTE - Drivers currently approved in the outgoing [FleetAnywhere](#) are currently still authorized to drive, however the above deadlines need to addressed as stated.

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](#)
- [UW System Vehicle Use and Driver Authorization Policy](#)
- UW-Madison Risk Management - http://www.bussvc.wisc.edu/risk_mgt/drivetable.html

If you have any questions, please contact Jeff Karcher 608-262-8925 or Debbie Beich at (608) 262-8926. Thank you for understanding and assistance in this matter.