



# Enterprise Fleet Management System

## University of Wisconsin Portal User Guide

Link: <https://fleetportal.wi.gov>



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*The Enterprise Fleet Management System was developed by the Department of Administration Division of Enterprise Operations and Division of Enterprise Technology in collaboration with Fleet Managers and staff from the Department of Corrections, Department of Natural Resources, Department of Transportation and University of Wisconsin—Madison.*

Updated September 29, 2017



## Introduction and Login

The new Enterprise Fleet Management System (EFM) is designed to give state drivers, Fleet Coordinators and Fleet Managers the tools they need to efficiently reserve vehicles, report mileage, track vehicle usage and better manage our state vehicle assets. Following are several upgrades:

**Electronic Vehicle Use Agreements:** We're going paperless. Before a driver can operate a state vehicle, they must sign a Vehicle Use Agreement (VUA) where the driver acknowledges they have reviewed state driving policies and meet state eligibility requirements. Now state drivers' VUAs will be submitted and stored electronically.

Drivers will no longer need their driver's license number to log into the fleet portal. For UW Campuses students and staff will use their Campus ID (NET ID/PANTHER ID/...) to log into the system. Campus volunteers will continue to fill out paper VUAs and be manually entered into the new system by the VUA coordinator.

**Up- to-date information:** Information on the fleet portal has been updated. Drivers will find the latest safety tip from the Department of Transportation and links to weather conditions and road construction conditions. There is a new Driver's Guide to help drivers with procedures for using the Voyager gas card and renting vehicles at the different agency vehicle pools. There is also a new FAQ to help drivers quickly find the answers to their fleet questions.



## Getting Started – Log-in Page

1. You will first be asked if you are a State Employee, UW Employee or Volunteer. Please select UW.

The Enterprise Fleet Management System allows State of Wisconsin government employees and University of Wisconsin employees access to state fleet vehicles and the tools they need to perform state fleet-related duties. They can reserve state vehicles, report mileage, and access forms and information about state fleet procedures and policies. If you have fleet questions, contact Department of Administration Central Fleet at 608-266-8757. If you have difficulty accessing this site, please call the Help Desk at 608-267-6930.

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws, and may also result in disciplinary action where appropriate.

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Contact Us

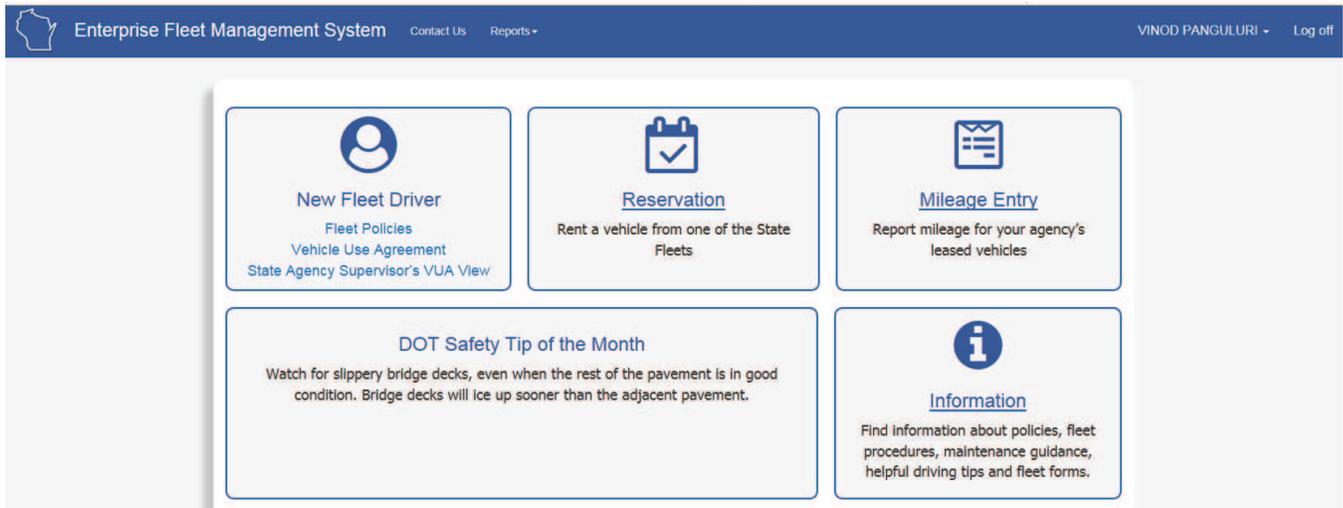
By Phone: DOA: 608-266-8757 | DOT: 608-266-1910 | UW: 608-262-1307  
Feedback: fleetinfo@wi.gov

2. Next you will choose your appropriate campus.



3. Next, you will be asked to provide your username. Please use your Campus login ID (NETID/PantherID/...).
4. After logging in, you will see the home page. The home page consists of New Fleet Driver, Reservation, Mileage Entry, DOT Safety Tip of the Month and Reports. If you have any past vehicle reservations or mileage entries, you will have dashboards at the bottom of the page. You can view useful information such as FAQ's, road conditions, Driver Guide, Fleet Rates and much more! *[Note: when you log in for the first time, you will be taken directly to the electronic Vehicle Use Agreement form.]*

## Home Page



All drivers must sign a Vehicle Use Agreement (VUA) and submit the completed VUA prior to operating a state or University vehicle. Before driving a state or University vehicle, each driver must become thoroughly familiar with the Preface and Chapter One of the *Fleet Driver and Management Policies and Procedures Manual*.

The VUA is an agreement electronically signed by a driver of state vehicles acknowledging they have reviewed state driver policies, are eligible to operate a state vehicle, agree to inform their supervisor of a change in eligibility and agree to a monthly check of their driving status. New electronic VUA policies are provided in the *Addendum to Fleet Driver and Management Policies and Procedures*.



We're going paperless! All VUAs will be completed and stored electronically. A driver can print their VUA and the personally identifiable information will be blocked on the printed form.

- Drivers log into the site with their campus ID and password. Unlike the previous Fleet Portal where drivers had to log in with their driver's license number, completing the VUA will be the only time a driver will need their driver's license number.
- Seamless approval process for the University drivers.



## Completing a VUA

1. **Review State Fleet Policies.** New state vehicle drivers should first click on the Fleet Policies and review Chapter One and the VUA addendum before completing a VUA.
2. **Driver information:** The VUA first requests driver information. The first name and last name will auto-populate. The driver should complete the remainder of the fields. Boxes marked with a red “\*” are required fields.

*Helpful hint: Have your license number ready so you can complete the form before it times out.*

3. **Employee Agreement:** The driver should click on each box in the Employee Agreement that accurately reflects the driver’s record. All boxes must be checked for a VUA to be accepted. If a driver cannot check all boxes, they are not eligible to drive a state or University vehicle.
4. **Signature:** By typing their name and the date in the Signature portion of the VUA, the driver has electronically signed the document. After the driver clicks on Submit, their VUA will be reviewed by the campus VUA Coordinator.
5. **The VUA will be stored electronically.** However, once a VUA is submitted, a green Print box will appear at the top of the page and the driver can print a paper copy of their VUA. Personal identifiable information like the driver’s license number and the driver’s birthdate will be redacted.

## Vehicle Use Agreement

### Instructions

All State Employees and UW System employees, students & volunteers driving a state-owned vehicle must complete this form.

- State employees who choose not to sign this agreement may use their personal vehicle for state business, if they are authorized by their agency and have a valid driver’s license.
- UW System employees, volunteers and students must have a signed and approved VUA and meet all applicable driver authorization requirements of their campus to drive for business purposes.

The employee or UW System student’s immediate supervisor and the agency’s fleet coordinator will be notified when the form is completed.

If any information provided on this form should change, it is the employee’s responsibility to promptly update their information. If you have any questions, please contact your fleet coordinator.

#### Out of State Driver’s License or Less than Two Years Driving History:

Driver’s with an out of state driver’s license, must provide a driving abstract from that state showing the last two years driving history and their driver’s license. Wisconsin driver’s with less than two years driving history, must also provide a driving abstract from the other state showing the last two years driving history and driver’s license. Please upload these documents using the fields below by clicking on browse/choose file to locate the documents on a local drive. Only PDF files will be accepted.

 No file chosen No file chosen



### Driver Information

<b>First Name</b> A	<b>Last Name</b> K	<b>Middle Initial</b>
<b>Date of Birth (mm/dd/yyyy)*</b> <input type="text"/>	<b>Email*</b> <input type="text"/>	
<b>Driver License*</b> <input type="text"/>	<b>License State*</b> WI	
<b>UW Campus*</b> Please Select...	<b>UW UDDS Code*</b> <input type="text"/>	
<b>If you are a UW Student please check the box</b> <input type="checkbox"/>	<b>If you are a UW Volunteer please check the box</b> <input type="checkbox"/>	
<b>Supervisor Email</b> <input type="text"/>	<b>Supervisor Name</b> <input type="text"/>	

Please select your campus then start entering your UDDS code to bring up a listing of codes/departments.

### Employee Agreement

I acknowledge that I have received and/or read a copy of the statewide [Fleet Driver and Management Policies and Procedures](#) I understand the contents and agree to comply with the policies. Failure to comply is considered a violation of work rules.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on a periodic basis.

I further agree to immediately inform my supervisor and agency fleet manager/coordinator of any negative change in the status of my driving record. I will also inform them in writing whenever I become disqualified under state fleet policies. Changes include but are not limited to OWI/DUI citation, license revocation, restriction or suspension. Failure to report such changes may result in the revocation of the privilege of driving a state-owned vehicle and discipline up to and including termination.

I acknowledge that I meet the stated minimum standards.  
An employee may be allowed to drive a state-owned/leased vehicle if all of the following minimum standards are met:

- Must have a valid driver license
- Must have a minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age

I acknowledge that my driving record does not reflect any of the listed conditions.  
An employee may not be able to drive a state-owned vehicle if their driving record reflects any of the following conditions:

- Three (3) or more moving violations and/or at fault accidents in the past two (2) years
- An OWI or DUI violation within the past year (OWI/DUI violations are for operating a vehicle while under the influence of an intoxicant, controlled substance or other drug.)
- A Suspension or Revocation of the driver license

### Signature

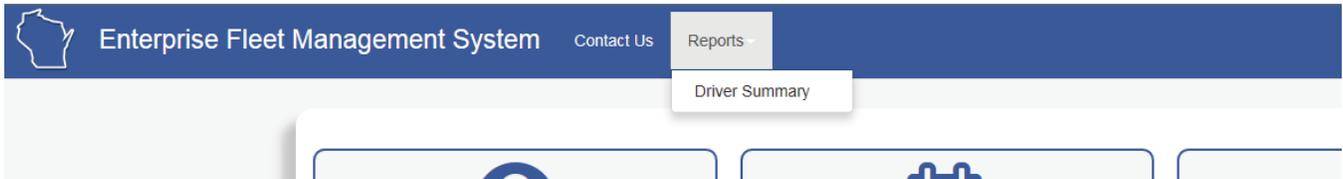
The Department of Administration requires that you certify your Vehicle Use Agreement by submitting an electronic signature. By electronically signing this documents, I certify that above information is accurate and true:

**Please type your name(Electronic Signature)\***  **Today's Date\***



## Driver Summary Report

The Enterprise Fleet Management Portal will provide a Driver Summary report to search for drivers in the system. Any user will be able to find this information.



1. One driver: Find information on a driver at your agency by entering their first and last name in the boxes. Click on “View Report” and find information about the driver that includes the employee’s status and supervisor.
2. All drivers: Find all the active drivers at your campus by clicking on “View Report.” All of the active drivers at your campus will be listed.
3. Department: Type in the UDDS code and click on “View Report.”

Note: Van Certified drivers have completed required training and are eligible to drive 15-passenger vans.

### Driver Summary

UDDS	<input type="text"/>	Driver Status	Active ▼	View Report
First Name	<input type="text"/>	Last Name	<input type="text"/>	



## Information

Find information about policies, fleet procedures, maintenance guidance, helpful driving tips and fleet forms.

The Enterprise Fleet Management System Portal has new and updated documents and links to assist state drivers with fleet pick-up and drop-off procedures, road conditions, accident procedures and much more. Drivers can also access information about specific agency fleets on the fleet tabs. Below is a list of the documents and links provided to assist state drivers:

**Accident Incident Report** - Bureau of Risk Management Form DOA 6494 must be completed if a state vehicle is involved in an accident.

**Agency Contacts** - This directory provides names and contact information of state agency fleet coordinators and fleet managers.

**Central Fleet Rates** - This rate schedule provides amounts the Department of Administration sets for renting a vehicle from Central Fleet and for leased vehicles.

**Driver Guide** - Get “How To” information about procedures to rent a state vehicle, report an accident, use the Voyager gas card, vehicle maintenance and much more.

**Driver Report of Accident** - Form MV 4002 can be completed if the police do not respond or do not complete a Wisconsin Motor Vehicle Accident report.

**E85 Fueling Station Locations** - Link to the U.S. Department of Energy website to find gas station locations along your route for Ethanol (E85) fuel.

**Fleet FAQ's** - Here's a quick guide to frequently asked fleet questions.

**Portal User Guide** - Having trouble using the Fleet Portal site? This guide walks you through the process of completing a VUA, reporting mileage, making a reservation and running reports.

**Road Conditions** - Link to the DOT website for up-to-date information on road conditions in Wisconsin.

**Safelite AutoGlass** - Cracked Windshield? Here is information on the state's contract with Safelite AutoGlass with instructions on repairing a damaged vehicle window.



**Safety Tips** - Link to the Department of Transportation website, filled with information to help improve your safe-driving habits.

**Uniform Travel Guide** - Section F of the Division of Personnel Management Compensation Plan lists requirements for state employee travel.

**UW-Madison Fleet Information** - Find more information about UW-Madison Fleet by linking to their website.

**UW-Madison Fleet Lot Map** - A map of the UW-Madison Fleet parking lot will assist drivers in finding their rental vehicle.

**UW-Madison Fleet Rates** - The rate schedule provides the amounts set by UW-Madison for vehicle rentals.

**Vehicle Assignment Transfer Form** - Form DOA 3102 is used to reassign leased vehicles.

**Vehicle Use Agreement** - Before a driver can operate a state vehicle, they must sign a Vehicle Use Agreement (VUA) where they acknowledge they have reviewed state driving policies and meet state eligibility requirements.