

Getting Fleet Authorized

When driving for university business, whether in a fleet, rental, or personal car, you must get fleet authorized through UW Risk Management. [Policy Info >](#)

Do you have an in-state license?

Yes

Have you had it for 2 or more years?

Yes

Gather materials needed to complete the authorization:
Your license, UW UDDS, Supervisor name and email

No

Do you hold...?

A current out-of-state license

OR

An International driver's license

OR

A current in-state WI driver's license for less than a year but have out-of-state experience driving

Yes

Gather materials needed to complete the authorization: A copy of your license, UW UDDS, Supervisor name and email AND your driving record

No

You are not eligible to drive for university business.

[Watch fleet video and complete fleet quiz](#)

Complete the driver authorization application: Go to fleetportal.wi.gov, Choose "UW", "UW Madison", Login with your NetID. Go to "New Fleet Driver," "Vehicle Use Agreement."
Complete application attaching proper necessary information.

Once approved, you will receive an email and can make reservations through the OUW Office Manager