EMPLOYMENT INFORMATION

DRIVING AUTHORIZATION

Some Housing positions, such as those that deliver pizza, work at catering events or transport supplies and equipment, may require driving a state vehicle. Employees must hold a valid unrestricted state driver’s license to be eligible for these positions. Other than Canada, we cannot accept licenses from outside the country. The UW Risk Management Office has established standards for approval of all campus employees who drive state vehicles. One requirement is that the student must have been a licensed driver for a minimum of 2 years. Other restrictions that pertain to the driving history itself may apply.

Employees will be informed by their supervisor if this applies to their position and what form(s) need to be filled out. Students must receive approval from Risk Management before driving a state vehicle or departing on university business. Regardless of whether you are driving your personal vehicle, Car Fleet or DOA vehicle, or rental vehicle, all potential drivers must complete the appropriate driver authorization request form.

A student who has an out-of-state driver’s license, or who has had a Wisconsin driver’s license for less than three years due to previously being licensed in another state or country, must also complete the UW Madison – Notarized Statement of Driving Record and have a notary witness sign this form. Students will need to supply a legible copy of the front of the Driver’s License if it is issued anywhere outside of Wisconsin. While notaries are available at the following location, it is advisable to call in advance as this list is subject to change:

**NOTARY**

<table>
<thead>
<tr>
<th>Office of the Registrar</th>
<th>Risk Management</th>
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</thead>
<tbody>
<tr>
<td>333 East Campus Mall #10101</td>
<td>21 N Park St #5301</td>
</tr>
<tr>
<td>Phone: (608) 262-3811</td>
<td>Phone: (608) 262-8926</td>
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*NOTE: Most banks and credit unions have notaries for account holders and may charge a small fee for non-members/non-account holders.*

The staff at the Risk Management Office will review your driving record. If Risk Management determines that they cannot approve you to drive a state vehicle, if possible, we will assign you to a similar position which does not require driving and/or assign the driving duties to another employee. If driving is a condition of employment for your position, termination may result if other options are not available.

A few student positions require driving approval from Risk Management as a condition of employment. The job description will indicate if this is the case. If you are being considered for one of these positions, we request a Risk Management review of your driving record before we offer employment. If you are not approved to drive a state vehicle, we would be limited to giving consideration to other candidates who can be approved to drive. This would also include driving gators, bobcats, forklifts, and other motorized vehicles. If you are approved for driving, it is required
you report to your supervisor any traffic convictions received during your employment with University Housing.

The UW Risk Management Office only approves students to drive for a one year period. To continue as an approved driver requires completion of a new driving form and review of the student's driving record each year.