EMPLOYMENT INFORMATION

DRIVING AUTHORIZATION

Some Housing positions, such as those that transport supplies and equipment, may require driving a state vehicle. Employees must hold a valid unrestricted United States or Canadian 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 also apply.

Human Resources will reach out to the finalist with instructions for completing the pre-authorization process. 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, fleet car 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 two years due to previously being licensed in another state or country, must also submit a copy of their out of State Driver's License (WI license copies are not needed) and Driving Abstract from their respective state for evaluation by Risk Management. These must be submitted to the Housing Human Resources Office. Fees for obtaining a Driving Abstract for work purposes will be reimbursed by University Housing.

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. A few positions require Valid Drivers License Only. The job description will indicate which is required. 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.