Pensby Student Driver Application Instructions

**Note:** Drivers MUST be BMC VAN CERTIFIED to drive.

If you need to become van certified, you may start the process, [here](https://www.brynmawr.edu/inside/offices-services/transportation/rental-service#certification). There is a fee to become van certified, please let the Transportation department know that you are getting certified for Pensby and that they should bill Pensby for the test. If you are unable to complete the process, please contact Leslie at lcastrejon@brynmawr.edu to notify her of your status.

**Transportation Site –** [https://www.brynmawr.edu/inside/offices-services/transportation/rental-service#certification](https://www.brynmawr.edu/inside/offices-services/transportation/rental-service#certification)

Students who are Van Certified may complete the following instructions to become a Pensby Driver.

1. Go to the **Student Employment** page - [https://brynmawr.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=14](https://brynmawr.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=14)
2. Click on **Students**
3. Next click on **Find Job** located on the right-hand side.

4. Click on **Advanced Search**
5. Go to where it says, **Keyword(s) and type, 821 van driver**

6. Scroll to the listing that has **821 Van Driver** listed on the left and the **Employer** listed as **Pensby Center** on the far right.

7. Check off the box located on the left-hand side and scroll to the bottom and click on **Apply for selected jobs**

8. You can now begin the application!