

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](#). 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>

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

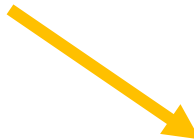
1. Go to the **Student Employment** page - https://brynmawr.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=14
2. Click on **Students**

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Welcome to the Student Employment Portal



Search for a job or sign up as an employer about positions you're interested in.
To search the listings now, [click here](#).



On-Campus Employers
Post available job positions, review applications, and hire employees.
Employment guidelines and required documents are at your fingertips to expedite the hiring process!


3. Next click on **Find Job** located on the right-hand side.

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Students
Search for a job or sign up for e-mail notifications about positions that interest you.

Information Welcome Welcome to the Student Employment site for Bryn Mawr College. Forms <ul style="list-style-type: none">Time SheetsPay SchedulesNew Hire Forms	Training Student Employment Manual Click here to review Bryn Mawr's student employment policies and procedures.	Other Links Dashboard Click here to review jobs you've recently applied for and to update your JobMail Subscription. Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application. Manage JobMail Be the first to know when jobs matching your criteria become available. Contact Us Have questions? Click here and send us your questions, suggestions, or concerns.
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4. Click on **Advanced Search**

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Find A Job

Instructions
Choose from the quick search options below or click on the "Advanced Search" button for more options.

Quick Search **Advanced Search**

Select a quick search.

816 Help Desk Technician I Show All Active Jobs Most Hours per Week 25 Most Recently Posted Jobs Fewest Hours per Week Summer Jobs Temporary Jobs



5. Go to where it says, **Keyword(s)** and type, **821 van driver**

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Find A Job

Instructions
Select Advanced search options, and click search
[Run a New Search]

Quick Search Advanced Search

Job Type(s):
 On-Campus Jobs Off-Campus Jobs On-Campus SUMMER Jobs
Update job type

Narrow your search with the following options.
Selecting none for any search criteria implies all.

Keyword(s): ←

Click and to expand and collapse search criteria.

+/- Categories
+/- Employers
+/- Time Frame

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**

Apply for selected jobs

Jobs found: 2

Show All results per page Refresh

821 Van Driver	Employer: Theater		
<input type="checkbox"/>	Wage: \$11.40/hr Openings: 2 Listed: 02/03/2023	Hours: 10 to 17 hours / week Location:	Category: Miscellaneous
<input checked="" type="checkbox"/>	Wage: \$11.40/hr Openings: 10 Listed: 03/03/2023	Hours: 6 / week Location:	Category: Miscellaneous
			Employer: Pensby Center

Apply for selected jobs

1 to 2 of Total Rows: 2 Prev Next

Make sure you have located the **821 Van Driver** role for **Pensby** by looking at the **Employer** section on the right-hand side. Check off the box circled in **BLUE** and scroll to the bottom of the page and click on **Apply for selected jobs**. You will then be taken to the application page.

8. You can now begin the application!