



INFORMATION & INSTRUCTIONS FOR OPERATING SLCC'S BRUIN BUS (30 PASS.) OR HOV Van (12 PASS.)

Bruin Bus - Drivers must have a CDL class A, B or C license with passenger and air brake endorsement, along with equipment training. To schedule this training call Edward Benson ext. 4553. This training takes about ½ hour. Drivers must also qualify to drive a college vehicle by viewing the driver's safety video. Contact our Risk Management Department, AD 144-H ext. 4533.

- The department scheduling the bus is responsible for obtaining their own CDL licensed driver. Facilities Motor Pool, ext. 4271, has a resource list available to help with securing a qualified bus driver.
- Once a driver has been approved and has taken the appropriate training, a vehicle may then be scheduled through the Motor Pool, ext. 4271.
- - Pick up the vehicle packet at the Facilities Motor Pool Desk, GFSB room 116, fill out the Passenger List and leave it at the Motor Pool desk prior to taking the packet.
 - Vehicle Condition Form will also be picked up. Do a pre-trip inspection prior to taking the bus and a post-trip inspection at the end of your trip. This form must be turned in when returning the packet at the end of your trip.
 - Drain water out of the air system every time you start the bus (illustrated in the equipment training session).
 - The department scheduling must assign one person to be in charge of audio/visual (TV, VCR, CD Changer) this name must be on the Motor Pool Vehicle Use Record card along with the driver's name. If not assigned, the driver is responsible for all audio/visual equipment.

HOV – There is also HOV Van driver training that is necessary prior to driving the shuttle bus. This training is ½ hour may be scheduled by calling ext. 4553. Once a driver has been approved and has taken the appropriate training, a vehicle may then be scheduled through the Motor Pool, ext. 4271.

Returning the HOV or Bruin Bus – Each packet contains a gate opener to allow for 24 hour access into the Gundersen Facilities Compound for returning your motor pool vehicle, and key packet after hours and/on weekends. Access to the gated area is either from 2200 west or from 4445 South (across from the tennis courts). Please do not leave the packet or keys locked inside the vehicle. For your convenience there is a black drop off box located on the east end of the Gundersen Facilities Building. Fill out the post-trip information form and put it in the packet. Clean the Bus/HOV with the provided broom and dust pan after each use. A cleaning charge of \$15.00 will be applied if this is not done.