



**THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234**

Office of Educational Management Services,
Pupil Transportation Services
Room 1075, Education Building Annex
Tel: (518) 474-6541
Fax: (518) 474-1983

April 2019

Dear SBDI Employer,

You have been asked to write a letter of recommendation for a School Bus Driver Instructor in your employ who is applying for certification as a Master Instructor. Your recommendation is a very important part of the overall application process for this individual.

Please take a few moments to discuss what this application means to your employee. He/she will be expected to devote extra time during the coming school year to participate in three instructional days in the beginning, middle and end of the program, and to participate in various volunteer committee meetings throughout the coming year. He/she needs the support of your school district or company in order to succeed in this program. In return, you will gain a valuable resource, a highly trained and knowledgeable transportation specialist who will have a voice in making policy. I encourage you to lend your support to this pursuit of certification as a Master Instructor.

We will be choosing only top rated individuals to participate in the 2019-20 Master Instructor Preparation Program. To assist in our selection process, you have been requested to write a letter of reference for the applicant. In the letter, please discuss the individual's strengths and weaknesses as a leader or trainer. State the degree of commitment or support your school or company will be able to offer him/her. Seal the letter in an envelope. Write your name across the envelope flap and return it to the applicant for mailing.

Thank you for taking the time to prepare the letter of recommendation. If you should have any questions concerning the role of a Master Instructor or time commitments, please feel free to call me at 518-474-6541.

Sincerely,

Paul Overbaugh, State Director
Pupil Transportation Services