



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 Master Instructor,

You have been asked to write a letter of recommendation for a School Bus Driver Instructor who is applying for certification as a Master Instructor. Your recommendation is a very important part of the overall application process for this individual. Therefore, please take the time to interview the applicant and, especially if you do not know them personally, to contact colleagues of the candidate or observe a training session yourself to gather further information on the applicant's capabilities. Please complete the questions on this form and attach additional written information as requested. Seal the forms in an envelope. Write your name across the envelope flap and return to the applicant for mailing.

Master Instructor Name: _____ Daytime Phone: _____

MI Address: _____

Applicant's Name: _____

Date of Interview _____

Please circle your overall appraisal: **Excellent Good Adequate Poor**

- Excellent:** Would make an exceptional MI
Good: Would be a good candidate and a credit to the program.
Adequate: Has the potential to be a good candidate, but isn't really ready yet.
Poor: Does not have the breadth of experience and the skills to be a teacher of teachers.

Only top rated individuals will be chosen to participate in the 2019-20 Master Instructor Preparation Program. We expect that the competition will be keen for these slots. Please take your time and make sure that you are thoroughly familiar with the capabilities of the candidate before you complete this letter of recommendation.

As part of the program, successful applicants will have to complete the three day instruction program during the beginning, middle and end of the one year mentor program before becoming full-fledged Master Instructors. We are looking for candidates who can help us chart the path for pupil transportation in New York in the next century. Your thoughts and recommendations are vital part of our decision on a candidate's ability. Thank you for helping to safeguard and build upon the excellent program which has been left in our safekeeping for the children.

Sincerely,

Paul Overbaugh, State Director
Pupil Transportation Services