



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

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Office of Educational Management Services,  
Pupil Transportation Services  
Room 876, Education Building Annex  
Tel: (518) 474-6541  
Fax: (518) 474-1983

## **Memorandum**

**To:** School Bus Driver Instructors  
**From:** Paul Overbaugh, State Director of Pupil Transportation  
**Subject:** Master Instructor Certification  
**In reply to:** Master Instructor Preparation Program

Greetings! I am writing to invite you to consider applying for certification as a Master Instructor.

From July 2022 to July 2023 SED will be conducting a Master Instructor Preparation Program. The program will consist of three sessions of three days each for a total of nine instructional days in the beginning, middle and end of the course to be conducted in the Albany area. The preparation program will also consist of a year-long apprenticeship or mentor program during which candidates will work with a certified Master Instructor and develop a project.

I expect that the competition for acceptance into this program will be keen. Individuals will be chosen from applications received this year. The enclosed application package details everything you must do to complete an application for the program. Applications will be scored on a point system. All applications must be received no later than May 15, 2022. Any application which is not complete will not be scored.

I know several of you are excited about the possibility of becoming a Master Instructor. I anticipate that we will have one additional class over the next two years. If you apply this year and are not selected, please apply next year. With over 1200 SDBIs I am sure that we have many more excellent and worthy candidates than we can possibly appoint in one year.

If you should have any questions concerning the application process, your eligibility or your application specifically, please feel free to call Jim Minihan at (914) 941-7700 ext. 1335.

## **Checklist**

### **Items to Include in Master Instructor Application**

Note: For your application to be complete all the following items must be submitted together in the mailing to SED.

Note: Complete applications will be rated based upon a point system. Please be as complete as possible in your responses and take time to plan and polish your video presentation. Incomplete applications will be deemed ineligible and not rated.

### **Letter of Application & Resume**

1. Letter of application which lists or details how you have met or exceeded the ten Qualifications for Becoming a Master Instructor.
2. Copy of your resume, and teaching certificate (if appropriate).
3. Copy of your current driver license abstract with no more than four points.
4. Copy of your driver license with at least a CDL class B or C with passenger and school bus endorsement.
5. Copy of your SBDI Certificate.

### **Letters of Reference**

1. Letters of reference from 2 (two) Master Instructors. These should be included in sealed, unopened envelopes. The Master Instructors should write their names across the sealed envelope flap.
2. Letter of reference from your employer signifying their willingness to support your pursuit of certification as a Master Instructor. Also, to be submitted in a sealed, and signed envelope.
3. Letter of reference from a school bus driver. Also, to be submitted in a sealed, and signed envelope.

### **Video Tape**

1. Completed video tape of not less than 10 minutes or more than 15 minutes in which you discuss why you want to become a Master Instructor, and what you think is the role of a Master Instructor. This video should be a well-planned and polished presentation. It should not simply be a restatement of your resume or credentials. Why do you want to be a Master Instructor? What interests you in what you perceive is the role of a MI? What is the role of a MI, and do you see this changing in the future? These are the kinds of questions you should answer in your videotape presentation. Please be careful not to exceed the maximum time allotted. Your video must be submitted on a flash drive.

## **Submission Instructions**

All the above listed items should be enclosed in one (1) package and mailed to:

New York State Education Department  
Office of Regional Schools & Community Services  
Educational Management Services, Room 876 EBA  
Albany, New York 12234  
ATTN: MI Application

Applications must be received by December 1, 2021. Applications received after this date will not be reviewed. Please consider sending your application by express mail with a return receipt requested.

## **Qualifications for Becoming a Master Instructor**

Note: In addition to submitting a letter of application, you must meet the following experiential employment and other requirements to apply for certification as a Master Instructor.

### **Experience:**

1. You must have been a Certified School Bus Driver Instructor for a minimum of 5 years. You may apply if you have 4 full years by Feb. 2022.
2. Have been actively involved in school bus driver and/or attendant training/school bus safety training program by having organized, conducted and exercised direct supervision over a minimum of five school bus driver Basic Courses of Instruction and one Advanced Course of Instruction.

### **Employment:**

1. You must submit a recommendation from your current employer which states their support for your assuming the position of a Master Instructor and all the time and travel away from the job that may entail.
2. You must meet one of the following experience requirements:
  - a. Have been employed in a pupil transportation position on a daily basis for a minimum of five years with a NYS school district, BOCES or NYS contractor or the NYS Department of Education, Motor Vehicles or Transportation providing pupil transportation services.
  - b. Have been employed in pupil transportation on a daily basis for a minimum of five years by any employer whose principle business is pupil transportation.
  - c. Possess a NYS permanent teaching certificate; and have at least five years of teaching experience or three years of teaching experience and two years of administrative experience, preferably in pupil transportation.

**Other:**

1. Possess or obtain, prior to certification, at least a CDL class B or C license with passenger and school bus endorsement.
2. Possess a current driver's license with no more than 4 points recorded at the time of application. A current driver abstract must be submitted with your application.
3. Be a member of a pupil transportation and/or training & development organization for 2 years or more. Example include: NYAPT, NYSBCA, NAPT, NSC, NTSI, NSTA, and ASTD and other similar associations.
4. Submit a video tape of at least 10 minutes duration and no more than 15 minutes in which you discuss why you want to be a Master Instructor.
5. You must be recommended by 2 (two) Master Instructors.
6. You must submit a recommendation from a school bus driver.

Note: Letter for the Master Instructor, employer and school bus driver references are included in this packet. Please ask the reference to complete the form, seal it in an envelope and sign across the envelope flap. They should then give the envelope to you for inclusion with your application packet. Any application received without all the requested items in one packet will be deemed incomplete and ineligible.

Note: You should also submit a letter of application which details your experience and qualifications for the position. Make sure you list or describe in detail how you meet each of the ten above listed qualification for submitting the application. In addition, you are required to submit a current driver abstract, resume and completed video.

Note: Applications will be rated by the SED based upon a point system.