

Greetings SBDIs,

As you may be aware, our state is in great need to increase our active Master Instructor Cohort. To meet this need, the State Education Department is introducing a new MI Course that will start in July 2019 and graduate in July 2020.

While the new course will be similar in structure to existing courses, requiring three- three day sessions and meeting on the mornings of the Commissioner's Advisory Committee, this course will also include a substantial project of your own, as a major giveback to the industry.

So far, we have received eight applications and are in the process of reviewing them. We, as the core instructors, believe that since the need for more master instructors is genuine, and since there are many talented school bus driver instructors in our state, we are going to extend the deadline of applications to maximize our efforts of putting on the course.

The new deadline for applications will be May 17, 2019. We are encouraging all SBDIs to reach for your next personal and professional goal and reconsider the possibility of becoming a Master Instructor.

The qualifications to apply are:

Experience:

1. You must be a Certified School Bus Driver Instructor for a minimum of five years prior to certification in 2020. If your five-year anniversary is relatively close to the certification date in 2020, please submit your application which will be reviewed on a case-by-case basis.
2. You must have been actively involved in school bus driver and/or attendant training/school bus safety training program by having organized, conducted and/or participated in 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.

As Core Master Instructors we look forward to receiving and reviewing your applications by Friday, May 17, 2019.

All applications should be mailed to:

New York State Education Department
89 Washington Avenue
Room 1075 EBA
Albany, NY 12234
Att: Paul Overbaugh, Director of Pupil Transportation

Thank you.