



**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 School Bus Driver:

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.

Please take a few moments to discuss what this application means to the individual requesting your reference. 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 recommendation for the applicant. In the letter, please discuss how you know the applicant. Did this person teach at the Basic Course that you attended? Does he/she do refreshers for your school or company? If possible, give your opinion of their strengths and weaknesses as a leader or trainer. 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 this letter of recommendation. Your letter of recommendation is a vital part of the application process. If you should have any questions, please feel free to call me at 518-474-6541.

Sincerely,

Paul Overbaugh, State Director
Pupil Transportation Services