



# Pupil Transportation Safety Institute

*Moving School Transportation from Safe to Safer!*

## FOR IMMEDIATE RELEASE

DATELINE SYRACUSE, NY

March 16, 2023

**Job Posting:** Training Development Program Writing Specialist

**Current Office Location:** Syracuse, NY

**Type:** Full Time

**Salary:** \$55,000 - \$70,000 depending on experience

**Benefits:** As per PTSI policy, e.g., Health Plan, Sick Leave, Paid Vacation Days

**Financial Incentive Pay:** As per PTSI policy

### **Education/Certifications:**

- High School Diploma or equivalent
- College degree in any related field (*Preferred, but not required*)
- NYSED Certified School Bus Driver Instructor
- NYDMV Certified 19A Examiner

### **License:**

- Hold and maintain a Valid Driver License
- Meet and comply with PTSI's Motor Vehicle Insurance Requirements

### **Certifications:**

- NYS Education Department Certified School Bus Driver Instructor (SBDI) (or out of state equivalent)
- NYS Department of Motor Vehicles 19A Certified Examiner (CE) (or out of state equivalent)

### **Experience/Knowledge:** (*Preferred, but not required*)

- 5 years' experience in school transportation
- 2 years' experience as an SBDI or equivalent
- 2 years' experience as 19A CE or equivalent
- School bus driver instructor certification from another state, will be accepted in the place of a NYSED SBDI Certification.

### **Who we are looking for:**

We are looking for a qualified person that has been successful in creating and delivering training in school districts or passenger transportation companies. This position will become part of the headquarters team with an office in the East Syracuse location of PTSI, providing advice and perspectives of the school transportation industry to PTSI leadership and support staff.



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## **Position Summary:**

This position designs, develops and writes PTSI's training products and materials within several programs, which includes mandated courses and refreshers in NYS and across the nation. This will include developing materials in PTSI's chosen online training software (Articulate). In addition, this position is assigned instructor roles as needed to fulfill PTSI and / or client needs and contract obligations.

## **Applying For The Position:**

If interested in this position, please email:

1. Resume
2. Last two employer references, if available

Submit your request to Kathy Furneaux, PTSI Training & Consultation Manager, at the following address:

[Kathy@ptsi.org](mailto:Kathy@ptsi.org)

- Application Deadline: 5:00 PM April 14, 2023
- First Round Interviews are tentatively scheduled the week of April 17, 2023.

## **For further information regarding this position, contact:**

Kathy Furneaux  
PTSI Training & Consultations Manager  
800-836-2210, ext 301  
[Kathy@ptsi.org](mailto:Kathy@ptsi.org)

(End)