Daniel Lurie, Mayor

Janet Tarlov, Chair
Stephanie Cajina, Vice Chair
Mike Chen, Director
Alfonso Felder, Director
Steve Heminger, Director
Dominica Henderson, Director
Fiona Hinze, Director

Julie Kirschbaum, Director of Transportation

Request for Division Transfer for Employees

Expires after 90 days

TO BE COMPLETED BY EMPLOYEE: _____ _____

(Please Print **Current** Work Assignment) Employee Name Email Address

_____ _____ _____

Phone Number Class No. Class Title

_____ _____ _____ _____

Division/Shop Shift Days Off Employee Signature & Date

I am requesting the following Division/Shop Transfer: (Last Day to Withdraw Application 10/30/2026)

Indicate Requested Division/Shop Below (Please indicate **by number** up to 3 choices)

- ☐ Metro Green Light Rail Vehicle Maintenance
- ☐ Metro Green Support Shops
- ☐ Cameron Beach Yard/Historical Fleet
- ☐ Metro East Light Rail Maintenance
- ☐ Metro East Light Rail Heavy Overhaul
- ☐ Quality Assurance
- ☐ Cable Car Maintenance
- ☐ 1399 Marin/MME backlot (Potrero Shop)
- ☐ Presidio Shop
- ☐ Light Rail Mobile Response Unit
- ☐ Metro East Historical Fleet
- ☐ LRV4 Acceptance

DO NOT INDICATE SHIFT. THAT IS DETERMINED BY SHIFT SIGN UP.

TO BE COMPLETED BY DIVISION TRANSFER COORDINATOR:

Approved? Yes _____

The shift sign-up at this division which will take place between (date)_____ and _____.

The report date for your new work assignment is (date)_____.

Approved? No _____

Your request has been determined to be ineligible due to:

- ☐ Low Seniority Date
- ☐ Disciplined with suspension within 12 months
- ☐ Less than 24 months since last request.
- ☐ Other: _____

_____ _____

Signature of Division Transfer Coordinator Date