



London Breed, Mayor

Gwyneth Borden, Chair
Amanda Eaken, Vice Chair
Stephanie Cajina, Director

Steve Heminger, Director
Fiona Hinze, Director
Manny Yekutieli, Director

Jeffrey Tumlin, Director of Transportation

Request for Division Transfer

Expires after 90 days

TO BE COMPLETED BY EMPLOYEE:

(Please Print Current Work Assignment)

_____		Employee Name	_____	Email Address
_____	Phone Number	_____	Class No.	_____
_____	Division/Shop	_____	Shift	_____
_____	Days Off	_____	Employee Signature & Date	_____

I am requesting the following Division/Shop Transfer: (Last Day to Withdraw Application 9/23/22)

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

- | | |
|---|--|
| <input type="checkbox"/> Metro Green Light Rail Vehicle Maintenance | <input type="checkbox"/> Cable Car Maintenance |
| <input type="checkbox"/> Metro Green Support Shops | <input type="checkbox"/> Potrero Shop |
| <input type="checkbox"/> Cameron Beach Yard/Historical Fleet | <input type="checkbox"/> Presidio Shop |
| <input type="checkbox"/> Metro East Light Rail Maintenance | <input type="checkbox"/> Light Rail Mobile Response Unit |
| <input type="checkbox"/> Metro East Light Rail Heavy Overhaul | <input type="checkbox"/> Metro East Historical Fleet |
| <input type="checkbox"/> Quality Assurance/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:

- | | |
|---|--|
| <input type="checkbox"/> Low Seniority Date | <input type="checkbox"/> Less than 24 months since last request. |
| <input type="checkbox"/> Disciplined with suspension within 12 months | <input type="checkbox"/> Other: _____ |

Signature of Division Transfer Coordinator

Date