

Transportation Bulletin 25-45  
December 18, 2025

**General Shakeup Information**

Work assignments for the new shakeup will be posted on December 26, 2025.

The main bidding location will be IAD RAM Bldg. 2<sup>nd</sup> floor classroom (training dept.). Operators may also bid at KMD or join from home via Teams meeting. Information about these options will be provided before the bid process begins.

**Each operator will receive an appointment time and will not be allowed into the room until their appointment time.** Operators will have waiting areas with access to the bid monitor and may watch or listen to the bid process via online Teams meeting.

Seniority	Bid Day	Date	Start Time
1 -> 308	Sunday	01/04/26	9am - 3pm
309 -> 406	Saturday	01/10/26	9am - 1pm
407 -> END	Sunday	01/11/26	9am - 1pm
Refer to Bid List for scheduled bid appointment time.			

Relief Bidding	Bid Day	Date	Start Time
All Sessions	Saturday	1/17/26	TBA
Bid sessions will be determined upon the completion of general bidding.			

Vacation Board	Due Day	Date	Time Due
1 -> 10	Tuesday	01/20/26	10am
11 -> 20	Thursday	01/22/26	10am

**All operators are strongly encouraged to bid by bid slip.**

Operators working at their time to bid may be relieved, but only if they have made a written request to the Dispatcher prior to 11:00 A.M., two (2) days before their scheduled bid day. Any operator circumventing the request for relief process through an unexcused absence will be subject to disciplinary action. Any operator removing shakeup related documents from shakeup area will be subject to disciplinary action.

**Eligibility to Bid**

Section 13 Letter V. Employees who have been absent for any reason for 90 days or more and are not scheduled to return to work by the date of a shake-up will not be permitted to bid an assignment, unless the employee has been cleared by a doctor in writing five (5) business days prior to bidding stating that the employee has been released to return to their job. Such clearance must be provided to the Manager of Transportation, Division Managers, or their designated representatives during normal business hours.

**Shakeup Room Rules:**

For safety reasons, no children or visitors may visit SDTC property during shakeup. Operators must leave the bid room after bidding. Ensure your bid is correct; wait until your choices are announced to confirm that your bid has been recorded correctly.

The selection of work assignments is taken seriously by your fellow bus operators and the management team. The rules in this bulletin are designed to provide all operators with an orderly and safe environment in which to bid. We wish you success in your bidding.

Assignments of new runs will be effective Sunday, January 25, 2026.

Latosha Hardage/Gabriel Marquez  
Division Managers

