

# TOPRA (nomination process)

The TOPRA is The **T**rain **O**perator **R**esourcing **A**greement which combines all the agreements relating to the recruitment, utilisation, movement and rostering of train operators. However the area where it most affects new train operators is the nomination process. You should have been provided with a copy of the TOPRA and it is in your interest to read it.

## As a new driver you are entitled to nominate three depots;

- Your number one depot should be where you would ideally like to be and you should not be put off by the depot having a low turnover/long waiting list (red). You will be placed on the waiting list and will eventually, given time, be called to go there
- The next most important nomination is your third choice which should be a depot with high turnover/short waiting list (green).
- You should try and ensure it is as geographically convenient as possible. If you do not nominate a green depot you could be used to cover projects at various locations on London Underground for a number of years, never getting the opportunity of being rostered or building depot seniority
- Your number two choice should ideally be a depot that has a shorter waiting time than your first choice depot but is more convenient and with a longer or same waiting time than your third choice depot

Be careful with your choices as if you change your mind later **you will only get one nomination** and will go to the bottom of the waiting list for the depot concerned. If you are thinking of doing this you are strongly advised to take advice from a member of the Trains Functional Council before you do.

## What If you don't go to one of your nominated depots?

- You will be placed at another train crew depot or placed in a project or line upgrade pool (this is an additional number of train operators placed at a location to cover for the extra work caused by issues such as the Olympics and Line Upgrades, you will be doing the same work as every other train driver)
- Until you are at one of your nominated depots as part of minimum numbers, or covering an actual vacancy at a depot you can be moved again to another depot, project pool or line upgrade
- When a vacancy under the 'minimum numbers agreement' arises at one of your nominated depots and you have reached the top of the waiting list for that depot, you will be called to move
- Once you are part of the depot establishment at a depot, should you wish to remain there permanently, it is essential you cancel outstanding nominations as if you are still on the waiting list, you **will** be moved if required
- Once you get notification of a move to a depot that you have nominated you do not have the right to cancel that nomination / move