

# VICTORIA Critical Path

2022

ALL DATES ARE SUBJECT TO CHANGE

Updated JULY 21, 2021

	2022 WINTER	2022 SPRING	2022 SUMMER	2022 FALL	2022 HOLIDAY	
Signup Start Date	Mon, Jan 3	Mon, Apr 4	Mon, Jun 27	Mon, Sep 5	Mon, Dec 5	
Signup End Date	Sun, Apr 3	Sun, Jun 26	Sun, Sep 4	Sun, Dec 4	Sun, Jan 1	
Signup length (weeks)	13	12	10	13	4	
Stats & Special Days	<b>JAN 3, 2022</b>	<b>Good Friday</b>	<b>Canada Day</b>	<b>Labour Day</b>	<b>Christmas Day</b>	
Date	Mon, Jan 3, 2022	Fri, Apr 15, 2022	Fri, Jul 1, 2022	Mon, Sep 5, 2022	Sun, Dec 25, 2022	
Service Level	Saturday (No Late)	Sunday	Sunday + Late	Sunday (Summer)	Regular Sunday "Super Stat" 2X	<b>S/U START DATES &amp; STAT SERVICE LEVELS TBC</b>
	<b>Family Day</b>	<b>Easter Monday</b>	<b>BC Day</b>	<b>Nat'n Day T&amp;R</b>	<b>Boxing Day</b>	
	Mon, Feb 21, 2022 Saturday (No Late)	Mon, Apr 18, 2022	Mon, Aug 1, 2022	Fri, Sep 30, 2022	Mon, Dec 26, 2022	
		<b>Saturday (No Late)</b>	<b>Sunday</b>	<b>Friday</b>	<b>Saturday (No Late)</b>	
		<b>Victoria Day</b>		<b>Thanksgiving</b>	<b>DEC 27, 2022</b>	
		Mon, May 23, 2022		Mon, Oct 10, 2022	Tue, Dec 27, 2022	
		<b>Sunday</b>		<b>Sunday</b>	<b>Saturday (No Late)</b>	
				<b>Remembrance</b>		
				Fri, Nov 11, 2022		
				<b>Sunday (+LATE??)</b>		
					<b>New Year's Eve</b>	
					Sat, Dec 31, 2022	
					Regular Saturday (Incl. Late-Night) (for info only)	
					<b>New Year's Day</b>	
					Sun, Jan 1, 2023	
					Regular Sunday "Super Stat" 2X	
	21	21	21	21		
	54	68	54	54		<b>ACTION</b>
Staffing/Vehicles confirmed	Wed, Aug 18	Wed, Nov 10	Wed, Feb 16	Wed, Apr 13	Wed, Apr 13	Operations, Fleet, Maintenance, Planning, Scheduling
Detailed service change specs, maps and bus stop changes to Scheduling	Fri, Aug 27	Fri, Nov 19	Fri, Feb 25	Fri, Apr 22	Fri, Apr 22	Planning
Inception Meeting to review & clarify service change specs	Wed, Sep 1	Wed, Nov 24	Wed, Mar 2	Wed, Apr 27	Wed, Apr 27	Planning & Scheduling
Deadline for draft schedules to Scheduling Manager	Fri, Sep 17	Fri, Dec 10	Fri, Mar 18	Fri, May 13	Fri, May 20	Scheduling
Deadline for feedback from Scheduling Manager	Fri, Sep 24	Fri, Dec 17	Fri, Mar 25	Fri, May 20	Fri, May 27	Scheduling
Deadline for draft schedules to Planning	Wed, Sep 29	Wed, Jan 5	Wed, Mar 30	Wed, May 25	Wed, Jun 1	Scheduling
Deadline for feedback from Planning (Confirm with UVic & Camosun)	Tue, Oct 5	Tue, Jan 11	Tue, Apr 5	Tue, May 31	Tue, Jun 7	Planning
TT (route) schedules complete	Fri, Oct 8	Fri, Jan 14	Fri, Apr 8	Fri, Jun 3	Fri, Jun 10	Scheduling
<b>Service Review Committee Meeting</b>	Tue, Oct 12	Tue, Jan 18	Tue, Apr 12	Tue, Jun 7	*	Planning & Scheduling
Riders Guide maps to Marketing	Tue, Oct 19	Tue, Jan 18	Tue, Apr 12	Tue, Jun 21	*	Planning
Vehicle schedules complete	Wed, Oct 20	Wed, Jan 26	Wed, Apr 20	Wed, Jun 15	Wed, Jun 22	Scheduling
Riders Guide files to Marketing	Thu, Oct 28	Thu, Jan 27	Thu, Apr 21	Thu, Jun 30	*	Scheduling
Riders Guide proofing begins	Thu, Nov 4	Thu, Feb 3	Thu, Apr 28	Thu, Jul 7	*	Marketing, Planning, Scheduling, Operations
Service change summary and new route maps distributed	Fri, Oct 29	Fri, Feb 4	Fri, Apr 29	Fri, Jul 1	*	Planning
Final bus stop changes cut-off. Trip patterns updated	Fri, Nov 5	Fri, Feb 4	Fri, Apr 29	Fri, Jul 8	Fri, Oct 7	Planning, Operations, Scheduling, Bus Stop Coord.
MarCom Plan Drafted	Mon, Nov 8	Mon, Feb 7	Mon, May 2	Mon, Jul 11	Mon, Oct 10	Marketing
Runcut Preview w/Unifor Sheet Chair	Tue, Nov 2	Tue, Feb 8	Tue, May 3	Tue, Jul 5	Tue, Jul 5	Scheduling & Unifor
Runcuts complete	Fri, Nov 5	Fri, Feb 11	Fri, May 6	Fri, Jul 8	Fri, Jul 8	Scheduling
SSA files exported. Stopinfo schedule creation begins	Mon, Nov 15	Mon, Feb 14	Mon, May 9	Mon, Jul 18	Mon, Oct 17	Scheduling, Marketing
Day Off Assignment	Tue, Nov 9	Tue, Feb 15	Tue, May 10	Tue, Jul 12	*	Unifor & Scheduling
AV Changes Cut-Off	Fri, Nov 12	Fri, Feb 18	Fri, May 13	Fri, Jul 15	*	Operations
Signup Docs (incl. TEXT files) to Unifor & Operations	Fri, Nov 12	Fri, Feb 18	Fri, May 13	Fri, Jul 15	*	Scheduling
NTO, Service Change Summary and new route maps posted for Operators on The Hub	Fri, Nov 12	Fri, Feb 18	Fri, May 13	Fri, Jul 15	*	Operations & Marketing
Preview sheets posted	Fri, Nov 12	Fri, Feb 18	Fri, May 13	Fri, Jul 15	*	Operations
Sign Up Times Posted	Fri, Nov 12	Fri, Feb 18	Fri, May 13	Fri, Jul 15	*	Operations
Riders Guide proof group meeting	Mon, Nov 22	Fri, Feb 18	Mon, May 16	Mon, Jul 25	*	Marketing, Planning, Scheduling, Operations
Drivers' coffee chats (week of...)	Mon, Nov 15	Mon, Feb 21	Mon, May 16	Mon, Jul 18	*	Scheduling, Planning, Operations, Marketing & Unifor
Unifor Sheet Exams	Thu, Nov 18	Thu, Feb 24	Thu, May 19	Thu, Jul 21	*	Unifor
Deadline for Unifor comments	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Unifor & Scheduling
Final signup docs distributed	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Scheduling
Service Implementation Mtg #1	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	ALL (Planning)
Final signup docs posted	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Operations
Hastus Calendar ready for exports	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Scheduling
GTFs export for trip planning	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	Fri, Oct 28	Scheduling
Hastus file uploaded to Trapeze	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Scheduling, Operations & IT
AVL data upload (Hastus & Trapeze)	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	Fri, Oct 28	Scheduling & Operations
Load bid to The Hub	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Operations
Scheduling statistics distributed	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Scheduling
Peak Vehicles to Fleet & Maintenance	Fri, Nov 19	Fri, Feb 25	Fri, May 20	Fri, Jul 22	*	Scheduling

Destination signs updated (Notify Mice & Ops. Finalize paddles)	Fri, Nov 19	-7	Fri, Feb 25	-7	Fri, May 20	-7	Fri, Jul 22	-7	*	*	Scheduling & Operations
Pick (signup) starts	Fri, Nov 26	-16	Fri, Mar 4	-16	Fri, May 27	-16	Fri, Jul 29	-23	*	*	Operations & Unifor
Service Implementation Mtg #2 (optional)	Mon, Nov 29	-6	Mon, Mar 14	-6	Mon, Jun 6	-6	Mon, Aug 15	-6	Mon, Nov 14	-7	ALL (Planning)
Pick (signup) ends (approx.)	Sun, Dec 12	X	Sun, Mar 20	X	Sun, Jun 12	X	Sun, Aug 21	X	*	X	-15 Operations
Schedules uploaded to website	Mon, Dec 20	X	Mon, Mar 21	X	Mon, Jun 13	X	Mon, Aug 22	X	Mon, Nov 21	X	-14 Scheduling
Final AVL data upload ( <i>if required</i> - will then require a new GTFIS export as well)	Mon, Dec 20	X	Mon, Mar 21	X	Mon, Jun 13	X	Mon, Aug 22	X	Mon, Nov 21	X	-14 Scheduling & Operations
Riders Guide delivered	Mon, Dec 13	X	Mon, Mar 21	X	Mon, Jun 13	X	Mon, Aug 22	X	*	X	-14 Marketing
Service Implementation Mtg #3	Mon, Dec 13	X	Mon, Mar 21	X	Mon, Jun 13	X	Mon, Aug 22	X	Mon, Nov 21	X	-14 ALL (Planning)
Distribute job books and final docs	Mon, Dec 20	X	Mon, Mar 28	X	Mon, Jun 20	X	Mon, Aug 29	X	*	X	-7 Operations

**SIGNUP START DATE**                      Mon, Jan 3                      Mon, Apr 4                      Mon, Jun 27                      Mon, Sep 5                      Mon, Dec 5

**2022 Annual Vacation and Banked Start Signup: Sep 27 - Oct 17, 2021**

**Winter dates are  
-7 due to Xmas  
holidays**

These dates are FIXED based on the start date of the service change

**Stats during this  
PRODUCTION period:**

<b>Labour Day</b> Mon, Sep 06-21	<b>Christmas Day</b> Sat, Dec 25-21	<b>Family Day</b> Mon, Feb 21-22	<b>Good Friday</b> Fri, Apr 15-22	<b>Labour Day</b> Mon, Sep 05-22
<b>Thanksgiving</b> Mon, Oct 11-21	<b>Boxing Day</b> Sun, Dec 26-21	<b>Good Friday</b> Fri, Apr 15-22	<b>Easter Monday</b> Mon, Apr 18-22	<b>Thanksgiving</b> Mon, Oct 10-22
<b>Remembrance</b> Thu, Nov 11-21	<b>New Years Day</b> Sat, Jan 01-22	<b>Easter Monday</b> Mon, Apr 18-22	<b>Victoria Day</b> Mon, May 23-22	<b>Remembrance</b> Fri, Nov 11-22
<b>Christmas Day</b> Sat, Dec 25-21	<b>JAN 3 IN LIEU</b> Mon, Jan 03-22	<b>Victoria Day</b> Mon, May 23-22	<b>Canada Day</b> Sat, Jan 01-22	<b>Christmas Day</b> Sun, Dec 25-22
<b>Boxing Day</b> Sun, Dec 26-21	<b>Family Day</b> Mon, Feb 21-22		<b>BC Day</b> Mon, Oct 10-22	<b>Boxing Day</b> Mon, Dec 26-22
<b>New Years Day</b> Sat, Jan 01-22				<b>New Years Day</b> Sun, Jan 01-23

**PUBLIC SCHOOLS**

**KEY DATES AFFECTING SERVICE PERIODS**

<b>Classes Start</b>			
Winter Break Start			
Winter Break End			
Spring Break Start			
Spring Break End			
<b>Classes End</b>			

<b>UVIC</b>	<b>Summer 2021</b>	<b>Fall 2021</b>	<b>Winter 2022</b>
<b>Classes Start</b>	Mon, May 10-21	Wed, Sep 08-21	tba
Reading Break Start	Thu, Jul 01-21	Wed, Nov 10-21	
Reading Break End	Fri, Jul 02-21	Fri, Nov 12-21	
<b>Classes End</b>	Fri, Jul 30-21	Fri, Dec 03-21	
Exams Start	Tue, Aug 03-21	Mon, Dec 06-21	
Exams End	Thu, Aug 19-21	Mon, Dec 20-21	
<i>Exams start times are 0900, 1400 and 1900 (roughly 1/3 each)</i>			

<b>CAMOSUN</b>	<b>Summer (14-wk)</b>	<b>Summer (7-wk)</b>	<b>Summer (7-wk)</b>	<b>Fall 2021</b>
<b>Classes Start</b>	Mon, May 03-21	Mon, May 03-21	Mon, Jul 05-21	tba
Reading Break Start	--	--	--	
Reading Break End	--	--	--	
<b>Classes End</b>	Sat, Aug 07-21	Sat, Jun 19-21	Sat, Aug 21-21	
Exams Start	Mon, Aug 09-21	Mon, Jun 21-21	Mon, Aug 23-21	
Exams End	Tue, Aug 17-21	Wed, Jun 23-21	Wed, Aug 25-21	