

VICTORIA Critical Path

2021/22

ALL DATES ARE SUBJECT TO CHANGE

Updated MAY 17, 2021

	2021 SUMMER	2021 FALL	2021 HOLIDAY	2022 WINTER	
Signup Start Date	Mon, Jun 28	Mon, Sep 6	Mon, Dec 6	Mon, Jan 3	
Signup End Date	Sun, Sep 5	Sun, Dec 5	Sun, Jan 2	Sun, Apr 3	
Signup length (weeks)	10	13	4	13	
Stats & Special Days	Canada Day	Labour Day	Christmas Day	JAN 3, 2022	
Date	Thu, Jul 1, 2021	Mon, Sep 6, 2021	Sat, Dec 25, 2021	Mon, Jan 3, 2022	
Service Level	Sunday + Late	Sunday (Summer)	Saturday (No Late)	Saturday (No Late)	
	BC Day	Thanksgiving	Boxing Day	Family Day	
	Mon, Aug 2, 2021 Sunday	Mon, Oct 11, 2021 Sunday	Sun, Dec 26, 2021 Regular Sunday 'Super Stat' 2X	Mon, Feb 21, 2022 Saturday (No Late)	
		Remembrance	DEC 27, 2021		
		Thu, Nov 11, 2021 Sunday	Mon, Dec 27, 2021 Saturday (No Late)		
			New Year's Eve		
			Fri, Dec 31, 2021 Regular Friday (Incl. Late-Night) (for info only)		
			New Year's Day		
			Sat, Jan 1, 2022 Req Saturday (Late)		
					ACTION
Staffing/Vehicles confirmed	Mon, Feb 22	Mon, Apr 26	Mon, Apr 26	Wed, Aug 18	Planning, Scheduling, Operations, Fleet, Maintenance
Detailed service change specs and maps to Scheduling	Wed, Mar 3	Wed, May 5	Wed, May 5	Fri, Aug 27	Planning
Inception Meeting to review & clarify service change specs	Mon, Mar 8	Mon, May 10	Mon, May 10	<u>Wed, Sep 1</u>	Planning & Scheduling
Deadline for draft schedules to Scheduling Manager	Wed, Mar 24	Wed, May 26	Wed, Jun 2	Wed, Sep 22	Scheduling
Deadline for feedback from Scheduling Manager	Mon, Mar 29	Mon, May 31	Mon, Jun 7	Mon, Sep 27	Scheduling
Deadline for draft schedules to Planning	<u>Thu, Apr 1</u>	Fri, Jun 4	Fri, Jun 11	Fri, Oct 1	Scheduling
Deadline for feedback from Planning (Confirm with UVic & Camosun)	Wed, Apr 7	Wed, Jun 9	Wed, Jun 16	Wed, Oct 6	Planning
TT (route) schedules complete	Fri, Apr 9	Fri, Jun 11	Fri, Jun 18	Fri, Oct 8	Scheduling
Service Review Committee Meeting	Tue, Apr 13	Tue, Jun 15	*	Tue, Oct 12	Planning & Scheduling
Riders Guide maps to Marketing	Tue, Apr 13	Tue, Jun 22	*	Tue, Oct 19	Planning
Vehicle schedules complete	Wed, Apr 21	Wed, Jun 23	Wed, Jun 30	Wed, Oct 20	Scheduling
Riders Guide files to Marketing	Thu, Apr 22	<u>Wed, Jun 30</u>	*	Thu, Oct 28	Scheduling
Riders Guide proofing begins	Thu, Apr 29	Thu, Jul 8	*	Thu, Nov 4	Marketing, Planning, Scheduling, Operations
Service change summary and new route maps distributed	Fri, Apr 30	Fri, Jul 9	*	Fri, Oct 29	Planning
Bus stop changes cut-off. Trip patterns updated	Fri, May 7	Fri, Jul 9	Fri, Oct 8	Fri, Nov 5	Planning, Operations, Scheduling, Analysis
MarCom Plan Drafted	Mon, May 3	Mon, Jul 12	<u>Fri, Oct 8</u>	Mon, Nov 8	Marketing
Runcut Preview w/Unifor Sheet Chair	Tue, May 4	Tue, Jul 13	Tue, Jul 13	Tue, Nov 2	Scheduling & Unifor
Runcuts complete	Fri, May 7	Fri, Jul 16	Fri, Jul 16	Fri, Nov 5	Scheduling
SSA files exported. Stopinfo schedule creation begins	Mon, May 10	Mon, Jul 19	Mon, Oct 18	Mon, Nov 15	Scheduling, Marketing
Day Off Assignment	Tue, May 11	Tue, Jul 20	*	Tue, Nov 9	Unifor & Scheduling
AV Changes Cut-Off	Fri, May 14	Fri, Jul 23	*	Fri, Nov 12	Operations
Signup Docs (incl. TEXT files) to Unifor & Operations	Fri, May 14	Fri, Jul 23	*	Fri, Nov 12	Scheduling
NTO, Service Change Summary and new route maps posted for Operators on The Hub	Fri, May 14	Fri, Jul 23	*	Fri, Nov 12	Operations & Marketing
Preview sheets posted	Fri, May 14	Fri, Jul 23	*	Fri, Nov 12	Operations
Sign Up Times Posted	Fri, May 14	Fri, Jul 23	*	Fri, Nov 12	Operations
Riders Guide proof group meeting	Mon, May 17	Mon, Jul 26	*	Mon, Nov 22	Marketing, Planning, Scheduling, Operations
Unifor Sheet Exams	Thu, May 20	Thu, Jul 29	*	Thu, Nov 18	Unifor
Deadline for Unifor comments	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Unifor & Scheduling
Final signup docs distributed	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling
Service Implementation Mtg #1	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	ALL (Planning)
Final signup docs posted	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Operations
Hastus Calendar ready for exports	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling
GTFSS export for trip planning	Fri, May 21	Fri, Jul 30	Fri, Oct 29	Fri, Nov 19	Scheduling, Analysis
Hastus file uploaded to Trapeze	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling, Operations & IT
AVL data upload (Hastus & Trapeze)	Fri, May 21	Fri, Jul 30	Fri, Oct 29	Fri, Nov 19	Scheduling & Operations
Load bid to The Hub	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Operations
Scheduling statistics distributed	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling
Peak Vehicles to Fleet & Maintenance	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling
Destination signs updated (Notify Mtce & Ops. Finalize paddles)	Fri, May 21	Fri, Jul 30	*	Fri, Nov 19	Scheduling & Operations
Pick (signup) starts	Fri, May 28	Fri, Aug 6	*	Fri, Nov 26	Operations & Unifor
Service Implementation Mtg #2 (optional)	Mon, Jun 7	Mon, Aug 16	Mon, Nov 15	Mon, Nov 29	ALL (Planning)
Pick (signup) ends (approx.)	Sun, Jun 13	Sun, Aug 22	*	Sun, Dec 12	Operations
Schedules uploaded to website	Mon, Jun 14	Mon, Aug 23	Mon, Nov 22	Mon, Dec 20	Scheduling
Final AVL data upload (<u>if required</u> - will then require a new GTFSS export as well)	Mon, Jun 14	Mon, Aug 23	Mon, Nov 22	Mon, Dec 20	Scheduling & Operations
Riders Guide delivered	Mon, Jun 14	Mon, Aug 23	*	Mon, Dec 13	Marketing
Service Implementation Mtg #3	Mon, Jun 14	Mon, Aug 23	Mon, Nov 22	Mon, Dec 13	ALL (Planning)
Distribute job books and final docs	Mon, Jun 21	Mon, Aug 30	*	Mon, Dec 20	Operations
SIGNUP START DATE	Mon, Jun 28	Mon, Sep 6	Mon, Dec 6	Mon, Jan 3	
2022 Annual Vacation and Banked Stat Signup: Sep 27 - Oct 17, 2021					