

APPENDIX A to Board Policy 544

SAMPLE SERVICE ADJUSTMENT TIMELINE OF TASKS

The following is a list of tasks drawn from the master sign-up schedule that are required for completion prior to a service adjustment becoming effective. Though each task has a specific duration and are generally in sequential order, many tasks happen concurrently. On average, it takes approximately four months to complete all tasks. There are three general phases for programming and deploying a service adjustment:

- A Planning phase where vehicle schedules are developed, analyzed and modified;
- A Runcutting phase where vehicle schedules are broken down into operator assignments;
- A Sign-up phase where relevant route, schedule and assignment information is distributed and operators select their work.

	TASK NAME	DURATION
	PLANNING	
1	Service change proposals and instructions delivered	1 day
2	Schedulers begin work on vehicle schedules	20 days
3	Progress check meeting	1 day
4	Projected fleet numbers for day of service adjustment	3 days
5	Vehicle task assignments and fleet balancing	10 days
6	Draft schedules and vehicle blocks completed	1 day
7	Fleet and blocks report	1 day
8	Draft Recap Report	1 day
9	Review draft recap report and any changes implemented	1 day
10	Final vehicle schedules completed	1 day
11	Fleet vehicle assignments completed	5 days
12	All bus stops geocoded and driving instructions inputted	1 day
13	Final recap report completed	1 day
	RUNCUTTING	
14	Runcut begins	5 days
15	Draft runcut complete	1 day
16	Review of draft runcut	6 days
17	Shop Stewards select runs	1 day
18	Print materials for Drivers Committee review	1 day
19	Runcut complete	1 day
20	Assign operator positions	3 days
21	Validate operator positions	2 days
22	CAD AVL Export	6 days
23	Extra Board numbers assigned by yards	1 day
24	Final TR38 completed	3 days
	SIGN-UP	
25	Employee information updated on Peoplesoft	2 days

26	Import PeopleSoft Employee to HASTUS Bid	1 day
27	Create BID sessions and groups	1 day
28	Bidweb equipment set-up	5 days
29	Produce and review sign-up material	3 days
30	CAD AVL Export - second iteration	3 days
31	Run timetable trip differential report	1 day
32	Compile and send timetable list	1 day
33	Public timetables created and sent for review	10 days
34	Pocket timetables printed and delivered	1 day
35	Produce posting documents	3 days
36	Distribute posting documents for review	3 days
37	Produce Mini Synopsis Sets and Paddles	2 days
38	Print and deliver posting documents	3 days
39	Post documents	1 day
40	Distribute Mini Synopsis review	4 days
41	Print and deliver Mini Synopsis	4 days
42	BidWeb open for research and selection	7 days
43	Conduct BidWeb Sign-Up	7 days
44	BidWeb remains open for bid results	5 days
45	BidWeb closed out and verified	1 day
46	Produce final documents	3 days
47	Export timekeeping materials	3 days
48	Distribute timekeeping materials for further processing	1 day
49	Timekeeping updates	3 days
50	Print and Deliver Final Documents	5 days
51	Post and assign details	2 days
	SERVICE CHANGE EFFECTIVE DATE	