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**Public Transport
Information Coordination**

Christmas & New Year Timetable Data 2023-24



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Status of this document

This document is Published.

If there are any comments or feedback arising from the review or use of this document, please contact us at secretariat@rtig.org.uk

1 Introduction

1.1 Background

- 1.1.1 The Bus services around the Christmas and New Year period will often operate differently to normal weeks.
- 1.1.2 The data for use in services such as the Department for Transport Bus Open Data Service (BODS), Traveline, journey planners, real time systems and mobile phone apps all need to be updated to reflect the changed operation.
- 1.1.3 This advice deals with how to prepare data for the BODS service to ensure that it is correct for the Christmas and New Year 2023 holiday period.
- 1.1.4 School services will not normally need to be adjusted during the Christmas period as most schools will be closed. But for BODS they do need to show that they do not run on any of the Named Days.

1.2 Scope

- 1.2.1 This report has no statutory or other legal basis and is purely to provide advice to bus operators, authorities and suppliers.

1.3 Acknowledgements

- 1.3.1 RTIG is grateful to Ticketer and Omnibus for contributing to the construction and validation of this document.

2 Named Days in TransXChange.

2.1.1 Route and timetable data submitted to BODS needs to be in a format called TransXChange. You will already be providing your timetables in the correct format if your routes and timetables appears on BODS.

2.1.2 In TransXChange, holidays are defined with names, which then need to be converted into a date by systems using the data. The holiday days, hereafter called Named Days, that TransXChange understands (In the order they appear in schema) are:

- **ChristmasDay**
- **BoxingDay**
- GoodFriday
- **NewYearsDay**
- LateSummerBankHolidayNotScotland
- MayDay
- EasterMonday
- SpringBank
- **ChristmasDayHoliday**
- **BoxingDayHoliday**
- **NewYearsDayHoliday**
- **ChristmasEve**
- **NewYearsEve**

2.1.3 If your service operates in Scotland, then these additional days are used:

- StAndrewsDay
- StAndrewsDayHoliday
- **Jan2ndScotland**
- **Jan2ndScotlandHoliday**
- AugustBankHolidayScotland

2.1.4 Those in Bold are the Named Days we will consider in this document.

2.1.5 If journeys are not operating on particular days such as Christmas Day, Boxing Day or New Year's Day then the journeys need to have these days marked as days of non-operation in your software.

- 2.1.6 Every Named Day, even the non-Christmas for example MayDay, and for 2023/24 the non-existent ChristmasDayHoliday, BoxingDayHoliday and NewYearsDayHoliday, must all be specified as DaysOfNonOperation for them to be valid for BODS. How to achieve this will differ depending on the software you are using, if you don't know how to do this please contact your supplier.
- 2.1.7 Late afternoon and evening journeys on Christmas Eve and New Year's Eve may need to be suspended or curtailed at a journey level to reflect the planned operation.
- 2.1.8 Many operators may be running a Saturday service on days between Christmas and New Year, and this will require review of services that only operate for a limited number of days per week to ensure that communities continue to be served.
- 2.1.9 In addition to specifying the bank holiday elements it is important to understand and specify how services will operate on the substitute holidays which occur when the holiday could fall on a weekend and needs an additional weekday 'off'. Whilst in 2023 / 24 none of these are used as none of the dates fall on weekends, they still need to be specified in data and for the period these are:
- ChristmasDayHoliday
 - BoxingDayHoliday
 - NewYearsDayHoliday
- And for Scotland
- Jan2ndScotlandHoliday

3 Christmas & New Year 2023 / 24

3.1.1 For the 2023 Christmas Period these days look like this on a calendar¹:

Date	Day of Week	Holiday Name
24 December	Sunday	ChristmasEve
25 December	Monday	ChristmasDay
26 December	Tuesday	BoxingDay
27 December	Wednesday	
28 December	Thursday	
29 December	Friday	
30 December	Saturday	
31 December	Sunday	NewYearsEve
1 January	Monday	NewYearsDay
2 January	Tuesday	Jan2ndScotlandHoliday (Scotland Only)
3 January	Wednesday	

3.1.2 Each of these days, plus the remaining Named Days, will need to be updated in your scheduling software to reflect the correct operations.

3.1.3 Bank holiday operations in TransXChange take precedence over normal days of operation. As a result operators should only mark journeys as operating on ChristmasEve and NewYearsEve for the day relevant for the year. In 2023 it is a Sunday; all other days should mark ChristmasEve and NewYearsEve as DaysOfNonOperation.

3.1.4 If you prepare data on a weekly basis, then you will need to create and submit to BODS special timetables to override your normal operation for the period from 24 December 2023 to 6 January 2024. If revised data is supplied for this period, then your normal timetable needs to be restored in BODS from 7 January 2024.

¹ <https://www.gov.uk/bank-holidays>

3.1.5 Remember that for this year, 2023/24, Christmas Eve and New Years Eve are Sundays so last year's data cannot just be re-used.

3.1.6 Thought this year there is no ChristmasDayHoliday, BoxingDayHoliday or NewYearsDayHoliday they still need to be set as a DaysOfNonOperation for all journeys.

3.2 Scottish Holidays

3.2.1 Where services are operating in Scotland or cross-border then the additional Scottish holidays need to be coded.

Date	Day of Week	Holiday Name
31 December	Sunday	NewYearsEve
1 January	Monday	NewYearsDay
2 January	Tuesday	Jan2ndScotlandHoliday (Scotland Only)
3 January	Wednesday	

4 When to Supply Christmas Data

- 4.1.1 It is important that customers can plan for their journeys over the Christmas period. Journey planners will typically allow journey planning a month in advance.
- 4.1.2 To enable data consumers to import the data and provide journey planning to cover the Christmas period and allow advanced planning data should be supplied to BODS by the 24th November 2023.

5 How to decide on how to update your data

5.1 Operational Plans

5.1.1 This table may help you decide on how to adjust your data to reflect your operational plans.

5.1.2 Please note that this is only a guide to help you decide on how you may need to adjust your data, your particular operational plans may not be reflected, and it remains the bus operators responsibility to ensure the data in BODS is accurate.

Normal Operational Day	What you may need to do
School days only	and therefore not operating 23 December 2022 to 2 January 2024? If so, the only action is to check your Term Dates and Named Day exclusions.
Monday to Friday	and will continue to do so throughout the period, then you will need to ensure that the substitute holidays ChristmasDayHoliday, BoxingDayHoliday and NewYearsDayHoliday are set as DaysOfNonOperation as well as the other Named Days it does not operate on.
Saturday	If a normal Saturday service will operate then no action is needed.
Sunday	you will need to ensure that the holidays ChristmasEve and NewYearsEve are set to days of non-operation (or days of operating if the journeys are operating on these dates) along with the other Named Days it does not operate on.

<p>Tuesday, Wednesday, Thursday and Friday</p>	<p>If you plan to operate a Saturday service on these days between Christmas and New Year you will need to add 27, 28 and 29 December 2023 as Special days of operation of Saturday journeys, and Special Days of Non-operation on the journeys that would normally operate on these days of the week.</p> <p>In Ticketer if you have a separate Saturday schedule clone the Sat timetable to run Tue/Wed/Thu/Fri and date 27/12 to 29/12 then exclude all Named Days</p>
<p>In the evening, and you will run off journeys on Christmas Eve and New Year's Eve</p>	<p>If you plan to end journeys at 1900. Journeys after 1900 should have ChristmasEve and New YearsEve set as a day of non-operation. (You may as well set all journeys as this will ensure data has a default setting for future years). All other journeys should have ChristmasEve and NewYearsEve set to operation. Closer to Christmas you may need to adjust some of these journeys once the detailed run off schedules are known.</p> <p>In Ticketer if you have a separate early run-off schedule clone the Sun timetable and date 24/12 to 31/12 then exclude 11 named days but include ChristmasEve NewYearsEve. Then remove the journeys that will not run.</p>
<p>Christmas Eve and New Years as normal service</p>	<p>then all journeys should have ChristmasEve and NewYearEve set to operation.</p>

5.2 Special Note regarding Date Range Exclusions and Inclusions in the Ticketer Portal

- 5.2.1 Whilst you can currently use dated Exclusions to stop timetables applying during the date range excluded, please do not use dated Inclusions, these restrict the operation to the itemised date ranges only. This is why if you are not running normal Monday to Friday services on 27th, 28th and 29th December, Ticketer recommend creating special cloned timetables for 27th, 28th and 29th December which show all 13 Named Days as Exclusions.
- 5.2.2 Please contact Ticketer support support@ticketer.co.uk if you require further information.

5.3 Setting up Holiday Periods in Omnibus and EPM systems

- 5.3.1 Omnibus users can review how to set up holiday periods in BODS files by watching the webinar previous years at: <https://omnibus.solutions/set-data-correctly-bods-over-festive-period/>.
- 5.3.2 Further guidance on setting up holiday periods in Omnibus and EPM operational solutions can be found on the Omnibus and EPM self-service portals.

6 If you have questions

- 6.1.1 If you require support or are experiencing issues, please contact the Bus Open Data Service Help Desk.
- 6.1.2 The Help Desk is available Monday to Friday, 9am to 5pm (excluding Bank Holidays in England and Wales).
- 6.1.3 The Help Desk can be contacted by telephone or email as follows.
- 6.1.4 Telephone: +44 (0) 800 028 0930
- 6.1.5 Email: bodshelpdesk@kpmg.co.uk