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**Public Transport
Information Coordination**

Christmas & New Year Timetable Data 2024-25



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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 2024 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 2024 / 25 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 2024 / 25

3.1.1 For the 2024 Christmas Period these days look like this on a calendar¹:

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

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 2024 it is a Tuesday; 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 22 December 2024 to 5 January 2025. If revised data is supplied for this period, then your normal timetable needs to be restored in BODS from 6 January 2025.

¹ <https://www.gov.uk/bank-holidays>

3.1.5 Remember that for this year, 2024/25, Christmas Eve and New Years Eve are Tuesdays so last year's data cannot just be re-used.

3.1.6 Although 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.

3.2.2 If your service does not operate in Scotland then do not include Scottish Holidays in a submission to BODS otherwise this will fail validation.

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

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 2024.

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 2024 to 2 January 2025? 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	If a normal Sunday service will operate then no action is needed.
Monday and Friday	If you plan to operate a Saturday service on these days between Christmas and New Year you will need to add 27 and 30 December 2024 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>If a Ticketer customer and you have a separate Saturday schedule clone the Sat timetable to run Monday/Fri and date 23/12 to 30/12 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>If a Ticketer customer and if you have a separate early run-off schedule clone the MTWTF or Tue timetable and set day of operation as Tuesday and date 24/12 to 31/12 then exclude 11 named days but include ChristmasEve NewYearsEve. Then remove the journeys that will not run. If Christmas Eve is a curtailed Tuesday service and New Years Eve a curtailed Saturday service each will need a separate timetable for Tuesday just dated for the appropriate date</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 23rd, 27th and 30th December, Ticketer recommend creating special cloned timetables for 23rd, 27th and 30th 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 Further guidance on setting up holiday periods in Omnibus and EPM operational solutions can be found on the Omnibus and EPM self-service portals.
- 5.3.2 As noted elsewhere, the displacement holidays do not occur in 2024 but still need to be provided. In order to define them in the term code configuration you can use a date in the future, such as Christmas 2027 because it will use all the displacement days.

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