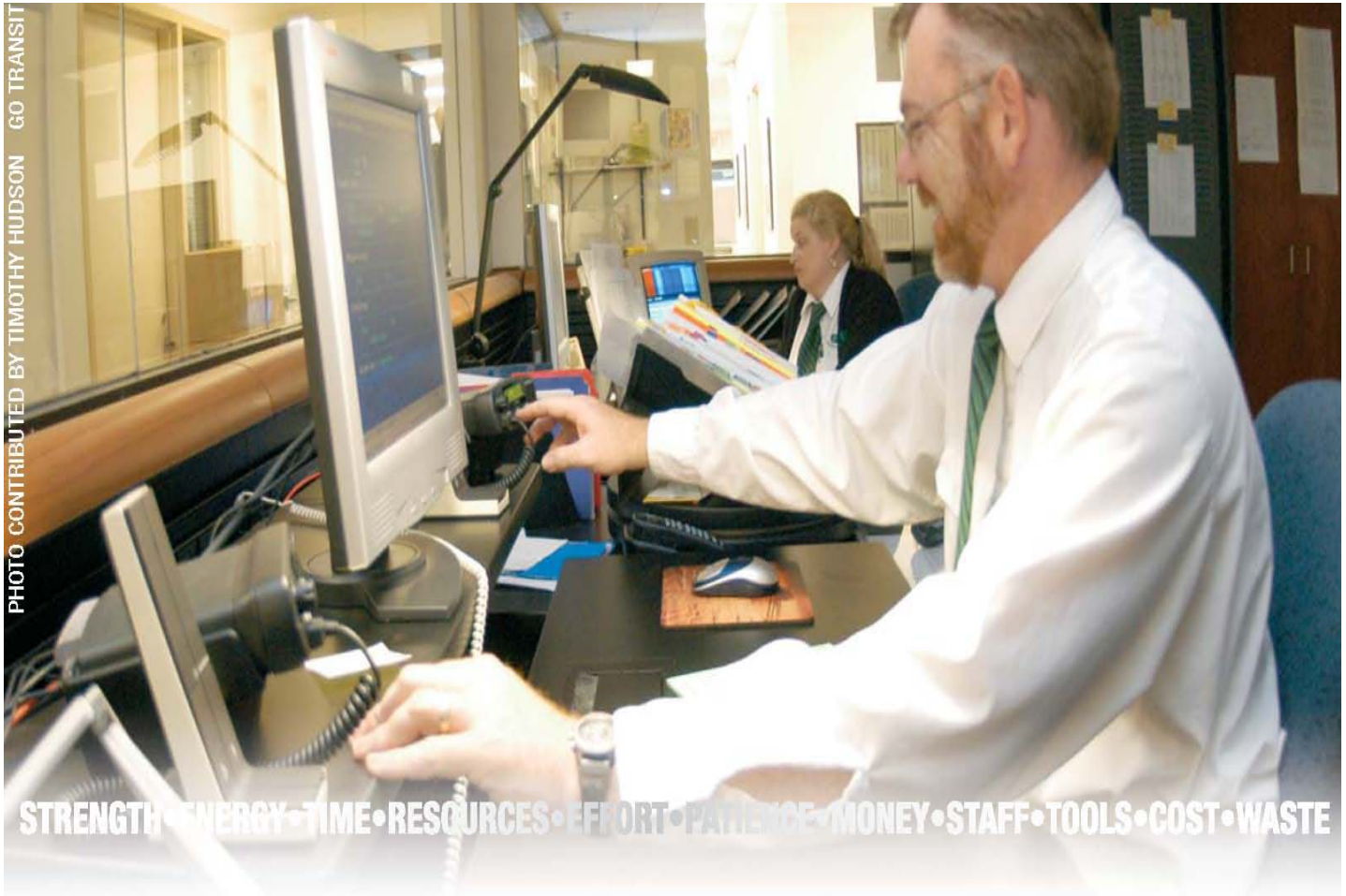


PHOTO CONTRIBUTED BY TIMOTHY HUDSON GO TRANSIT



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# **Transit Scheduling and Runcutting**

**March 20 - 25, 2011**

**Orillia, ON**

**Canadian Urban Transit Association  
CUTA Education & Training**



**[www.cutaactu.ca](http://www.cutaactu.ca)**



## Take this course and save your system five times the cost in the first year!

Here's how. Let's assume that your current operations budget is \$1,000,000. Wages represent 50% of the budget and your current paid-to-platform percentage is 75% (based on Canadian averages).

That means that 25% of the cost of wages is not collecting fares. Therefore, 12.5% of your operations budget, or \$62,500 per year, is non-revenue generating.

Through hands-on workshops, projects, case studies, simulations and presentations, you will learn:

- How to maximize service coverage through directness of travel and route productivity
- The components of preparing a base schedule
- Valuable techniques and indicators to monitor performance
- How to adhere to collective agreements while increasing efficiencies

- How to use computer technology to facilitate the scheduling process
- How to increase your paid-to-platform percentage!

If your paid to paid-to-platform percentage increases from 75% to 80%, then your first year savings would be 2.5% or \$12,500! Can you think of a better return on investment?

The Canadian Urban Transit Association offers a full week of intensive hands-on training, led by expert instructors. The added bonus? Exchanging knowledge and ideas with your transit colleagues from across North America. Return to work with fresh ideas, new strategies and a workbook packed with reference material. When it comes to training, invest your time and money wisely—on a proven program that produces results!

### Program Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning		Inputs to Scheduling Process	Advanced Scheduling Techniques	Runcutting I	Runcutting III	Final Project Presentation and Warp Up
Afternoon	Arrival Registration and Program Introduction	Introduction to Schedule Building	Implementation and Performance Monitoring	Runcutting II	Project Workshop	Graduation Lunch
Night	Customer Orientation	Project Introduction	Project Workshop	Runcutting Clinic	Presentation Skills	

# Program Components

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## Customer Orientation

Start the program by exploring the importance and impact of customer service considerations on the scheduling and runcutting process. Develop an appreciation for the importance of the customer to transit organization. Create practical action plans to address customer issues.

## Inputs to Scheduling Process

Gain insight into the scheduling process. Explore the use of service specifications and field data such as alternative routings, headways, connection requirements, crowding standards, implications of the collective agreement, ride counts, running time checks, schedule adherence and on-street reports.

## Introduction to Schedule Building & Advanced Scheduling Techniques

Learn the rules of the schedule building process, including base schedules, peak hour supplements, auxiliary service and advanced scheduling concepts.

## Implementation & Performance Monitoring

Understand the link between the scheduling and runcutting process, and ultimate implementation. Review methods for assigning crews including sign-up and spare board options. Learn to set performance targets using statistical information to monitor your system on a regular basis and use this information for budget considerations.

## Runcutting I, II and III and Runcutting Clinic


Explore both basic and advanced runcutting techniques. Learn the details of proper runcutting, including how to optimize the efficiency of your operations, how it relates to the collective agreement, how to create meal breaks and assigning off-days and vacations.

## Presentation Skills

Does the thought of making a presentation cause you to sweat? No matter what position you hold, you need to communicate your ideas to colleagues and superiors to get approvals and agreement. Review basic concepts in preparing your message and knowing your audience. Learn presentation techniques to ensure that people are Engaged and excited. Use these principles during the final project presentations.

## Project Workshop

The project workshop is your chance to apply the entire course content in a practical application. Work in teams with real transit scheduling and runcutting problems to develop practical and innovative solutions. Identify specific problems, determine and plan service adjustments, identify and minimize impacts, and assess ridership, Revenue and cost implications. Make a team presentation that tests your presentation skills and the ability to defend your work.



"I would recommend this course to anyone who is interested in scheduling in a transit systems. Thank you to CUTA for putting on this course, it certainly is a powerful tool."

-Victor De Sousa, Kingston Transit, ON



## **Our Instructors:**

### **Bob Dorosch**


Bob has been with the Toronto Transit Commission (TTC) for more than 30 years and is currently Superintendent of Schedules. Bob's team is responsible for the scheduling, runcutting and rostering of 1,500 service vehicles, 100 subway trains and 4,200 operators and collectors

### **Dennis Fletcher**

Dennis Fletcher, MES, brings a wealth of experience and knowledge. He is Director of Transit Solutions with ENTRA Consultants, a division of GENIVAR, and a longtime CUTA facilitator with more than 25 years experience in the transit industry in both the public and private sector. Dennis consistently receives excellent ratings from course participants who appreciate his in-depth knowledge and positive instructional style.

### **Kerry O'Leary**

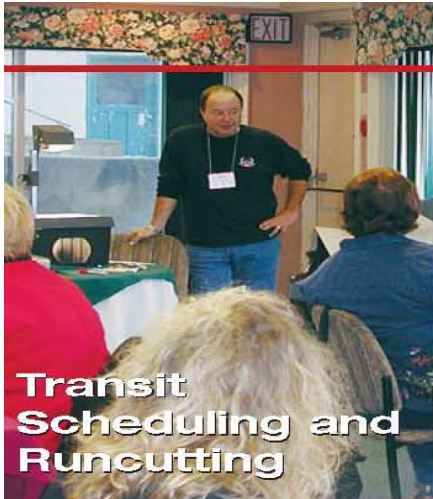
Kerry O'Leary is a private consultant involved in all aspects of transit operations, human resources and planning. His career with OC Transpo spanned 34 years and included directorships in security, human resources, planning, operations and customer service.



"My impression of this course was very positive. The instructors make themselves available and are very will to help. They are very knowledgeable and make the learning experience enjoyable."

-Richard Summers, Coast Mountain Bus Co. B.C





## Registration Form Transit Scheduling and Runcutting March 20 - 25, 2011

**Bayview Wildwood Resort**  
**1500 Port Stanton Pkwy**  
**Severn Bridge (North of Orillia), ON**  
**POE 1N0**  
**[www.bayviewwildwood.ca](http://www.bayviewwildwood.ca)**

**Members: \$3,195 + HST**

**Non-Members: \$3,495 + HST**

GST# 106868490

Payment is due upon registration. If you must cancel, you may do so one month prior for a full refund or two weeks prior for a 50% refund. You may substitute another person at any time without penalty. If a substitute is made, please be sure to contact the CUTA Education and Training Department prior to the start of the course.

Course includes:

- Course instruction
- Course materials
- Accommodation
- Meals & hospitality

Please advise us of any dietary concerns or allergies

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address  
\_\_\_\_\_

City/Town  
Code

Postal

Phone

Fax

E-mail  
\_\_\_\_\_

**Method of Payment: (please check one)**

Invoice

Credit Card: Visa

Master Card

Card number

Expiry Date

Name on card  
\_\_\_\_\_

Signature  
\_\_\_\_\_

Fax your registration form to 416 365-1295 or email [moudakis@cutaactu.ca](mailto:moudakis@cutaactu.ca).

Have a question? Call John Moudakis at 416 365-9800 ext. 102

