

## Trip Planner Help

The Trip Planner lets you find out how to get to places in Springfield using our buses.

Use the information below to help with the trip entry form:

### Step One:

The first step in planning your trip is to specify where you are starting from.

- You can type in your starting point in the box on the left hand side (e.g.: 1255 Imperial Ave., 5th Ave. & B St., Bass Pro). See tips below for details on how to enter the address.

### Step Two:

The second step is to specify where you want to go.

- You can type your ending point in the box on the left hand side (examples are given).

### TIPS:

**1.** You **don't need** to enter the suite number or apartment number, just the physical address of your starting point (e.g. type in 401 B Street for 401 B Street Suite 800).

**2.** You **don't need to type in the city, state or zip** along with the address. If the Trip Planner needs the city name, you will be prompted to enter it.

**3.** For some streets that begin with MT, such as MT VERNON, you may receive a message that it cannot find your starting point. In this case, try retyping the address, MOUNT VERNON, and submitting your request again.

**4.** For some streets, there may be an abbreviation for part of the name. For example, KANSAS EXPRESSWAY could be KANSAS EXPY. In this case, try retyping the address and submit your request again.

**5.** When entering directions such as East, West, North, and South; just enter the initial letter. (ie. North as N)

**6.** When entering street intersection, **USE &** instead of and in order to recognize you are entering an intersection

### Step Three:

Step #3 is to specify when you want to make your trip. There are four things to complete:

**a.** Enter the *date* of your trip if it's other than today.

**b.** Click whether you want to *leave your starting point* or *arrive at your destination* at the time you specify in "c"?

**c.** Select the *time* of your trip and click whether the time is AM or PM.

### TIPS:

**1.** Your leaving time or arrival time has a major impact on the type of trip that is planned for you. If you are flexible in your time schedule, you may want to try a somewhat different time and submit your request again.