

Submitting your Traveline journey plan

Guidance for staff parking
permit applications



SUBMITTING YOUR TRAVELINE JOURNEY PLAN

Guidance for staff parking permit applications

Summary

All applications for a General staff parking permit must be accompanied by a journey plan showing your travel time from home to work by public transport.

You must use [Traveline](http://www.traveline.info), the national online journey planner, to generate a journey plan based on your home and work postcodes and the normal time you start work each day.

Once complete, you should submit the results of your Traveline journey plan as part of your online parking permit application by:

- Entering the total journey time in response to the appropriate question on the online application form; and
- Saving the journey plan to your computer before uploading it on the supporting documents page of your permit application.

How to create your journey plan using Traveline:

- ☐ Go to the [Traveline homepage](http://www.traveline.info).
- ☐ Insert your home postcode in 'From' box.
- ☐ Insert your work postcode in 'To' box.
- ☐ Select date of travel (next available working day).
- ☐ Select time you need to arrive for start of normal working day.

The screenshot shows the Traveline website interface. At the top, there's a navigation bar with links: PLAN YOUR JOURNEY, ABOUT TRAVELINE, HELP, and CONTACT. Below this is a search bar with the URL www.traveline.info. The main content area features a 'Plan Your Journey' form. The form has two input fields for postcodes: 'From' (BS15 9LA) and 'To' (BS8 1TH). Below these are fields for the travel date (Tue Apr 17 2018) and time (08:30). There are buttons for 'Fewer Options' and 'Let's Go'. To the right of the form, there's a sidebar with options: 'Journey Type' (Depart After, Arrive By), 'Choose Travel Mode', 'Journey Legs', and 'Walking Speed'. At the bottom of the form, there's a green button labeled 'Click Here' and a list of instructions: 1. Click 'Click Here', 2. Download on our website, 3. Enjoy. The MyMapsExpress logo is also visible.

- ❑ Click 'More options', then:
 - Click 'Journey Type' and select 'Arrive By'.
 - Click 'Choose Travel Mode' and deselect all modes apart from 'Bus' and 'Train'.
 - Leave 'Journey Legs' and 'Walking Speed' on default settings.
- ❑ Click 'Let's Go'

The last journey displayed on the screen will be the one arriving closest to your selected arrival/start time.

In this example: 8.30am was selected as the arrival/start time and the closest service arrives at 8.28am with a total journey duration of 1 hr 8 mins (68 mins).

Your Journey

Tue 17 Apr 2018

BS15 9LA



BS8 1TH

Earlier

Edit / Go Back

Later

Summary Results						
Depart/Arrive		Changes	Legs			Duration
✓ 07:00	→ 08:12	0	🚶 🚌 🚶			1:12
✓ 07:12	→ 08:19	0	🚶 🚌 🚶			1:07
✓ 07:20	→ 08:28	0	🚶 🚌 🚶			1:08

How to submit your Traveline journey plan

1. Save your journey plan on your computer:
 - With the journey plan the journey plan shown on your screen, right-click with your mouse and select 'Print'
 - Depending on your internet browser EITHER:
 - (Microsoft Explorer or Edge) Select 'Save as PDF' in the Destination field, change the layout to Landscape, then click 'Save' OR: Select 'See more' from the Destination menu, select 'Save as PDF', change the layout to Landscape, and click 'Save', OR
 - (Google Chrome) Change the option in the Printer field to 'Microsoft print to PDF', change orientation to Landscape, and Click 'Print' then click 'Print'
 - Edit the file name to include your name and the words Traveline e.g. Jane Blogs Traveline
 - Select the file path for the location where you wish to save your journey plan
Click 'Save'
2. Input the journey time to your application:
 - On the questionnaire page of your online permit application, select the appropriate journey time range in response to the first question:

Questions

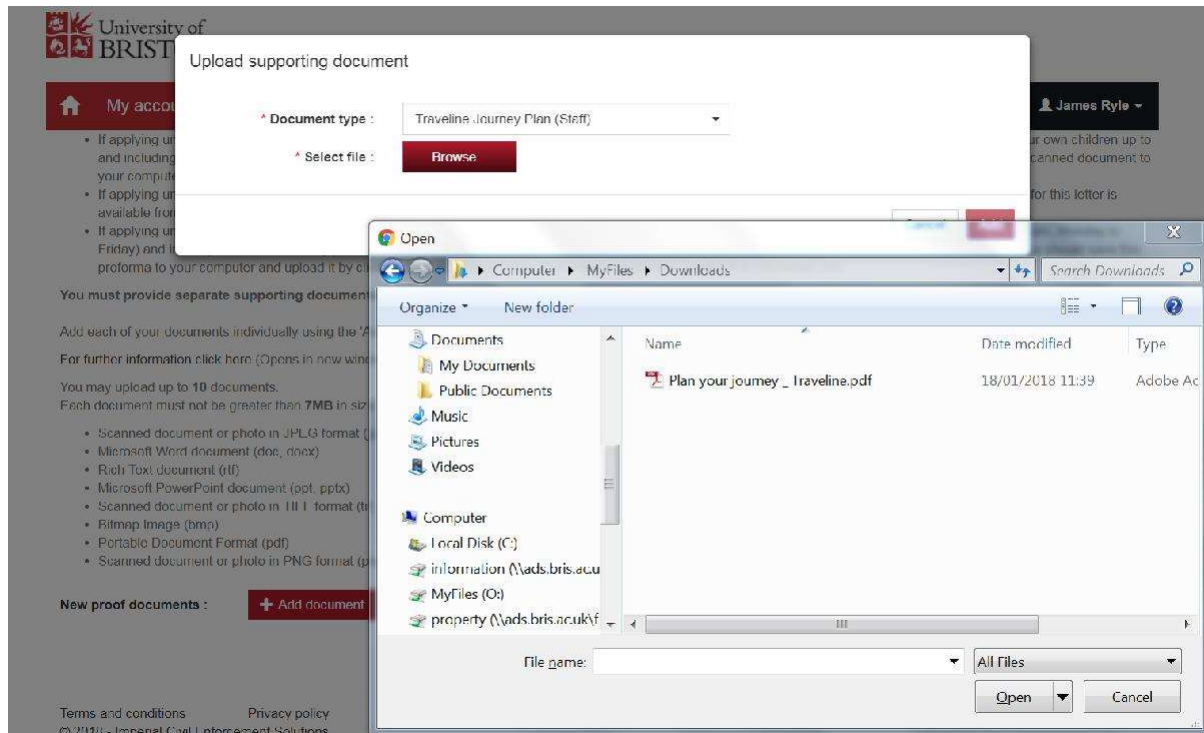
* What is the total journey time from home to your normal place of work by public transport (including walking stages) at the start of your working day, as calculated by the Traveline journey planner?

66-75 Minutes



3. Upload the journey plan to your application

- On the 'Upload supporting documentation' page of your online application, click 'Add document'
- In the pop-up box, select 'Traveline Journey Plan (Staff)' from the 'Document type' drop-down list
- Click 'Browse', navigate to the journey plan PDF saved on your computer and double click on the file (or select the file and click 'Open')



- Click 'Add' in the pop-up box
- Click 'Add document' on the main page to repeat the process for any other supporting documents you need to upload
- Click 'Upload documents' at the bottom of your screen and on the next page click 'Finish'
- You're done!