**December 2018 Communication Toolkit**

**New trips and updated schedules coming Dec. 16, 2018.**

**Pick and choose from the following to let your colleagues know about Intercity Transit’s upcoming service changes**

**Draft Email/Article:**

TO: **(Agency)** Employees

FR: **(CTR/ETC name/title)**

RE: New trips and updated schedules coming to Intercity Transit routes on Dec. 16, 2018.

Intercity Transit will add more service and update schedules on five local bus routes effective Dec. 16, 2018. Additional trips will provide more options for customers and schedule changes will improve connections and reduce delays. Service adjustments include:

**More service:**

* **Routes 12 & 62A/B:** Additional weekday morning trips.
* **Route 13:** Increased service on Saturdays to every 30 minutes.

**Schedule adjustments:**

* + **Route 62A:** Schedule timepoints on Martin Way from Carpenter to Walmart have been adjusted to reduce bus wait times.
	+ **Route 68:** The weekday schedule has been adjusted to improve connections at Tumwater Square.
	+ **Express Route 612:** All arriving and departing trips will now use Bay G at Tacoma Dome Station.

New schedules are available on Intercity Transit’s website at: [intercitytransit.com/servicechanges](https://www.intercitytransit.com/servicechanges) and at Customer Service, located at the Olympia Transit Center. For help planning future trips, please call 360-786-1881 or use the online trip planner at: [intercitytransit.com/bus/trip-planner](https://www.intercitytransit.com/bus/trip-planner)

**DRAFT SOCIAL MEDIA POSTS:**

1. Intercity Transit will add service and update schedules on Dec. 16, 2018 to provide more schedule options for customers, improve connections and reduce delays. Find details at [intercitytransit.com/servicechanges](https://www.intercitytransit.com/servicechanges).
2. New trips and schedules are coming to Intercity Transit routes on Dec. 16, 2018. Details are available at [intercitytransit.com/servicechanges](https://www.intercitytransit.com/servicechanges).