

LONDON UNDERGROUND PRIVILEGE SEASON TICKETS: SAFEGUARDED STAFF

With effect from Sunday 19 January 2014, London Underground only issue Privilege Season Tickets on Oyster (i.e. they no longer be able to issue these as paper tickets).

Applications for Privilege Season Tickets should continue to be made by completing form 1601 from the Rail Staff Travel website www.raildeliverygroup.com/rst and e-mailed to rst@raildeliverygroup.com (or if this is not possible posted to Rail Staff Travel). Once the authorised form has been returned to you, this should be taken to the appropriate London Underground ticket office. First time applications are sent to the ticket office concerned via TfL Staff Travel. **Please ensure you take along your National Rail Staff Travel Card when collecting your Oyster card.** You will be required to pay a £5 refundable deposit for the Oyster card.

The privilege discount entitlement is set on the Oyster card, whether you will be adding a season ticket or using it to pay as you go for a leisure journey. Holders of an existing valid privilege rate pay as you go Oyster card may have the privilege season ticket entitlement added to this (and thus avoid paying the £5 deposit) or ask for a separate Oyster to be issued.

Please note that if you attempt to make a journey after the expiry date of the privilege rate season ticket on your Oyster card, you will be charged either the full public Oyster fare (if the accompanying privilege discount entitlement has also expired) or privilege rate Oyster fare (if the privilege discount entitlement is still valid). Similarly if you travel beyond the zones of your privilege season ticket, a privilege zonal excess fare will be charged. The fare will be deducted from the pay as you go credit on the card. If there is insufficient money on the card, it will not open the gates and you will need to add money to clear the negative balance before you next travel.

You may use your Oyster card on bus services, but the full public Oyster fare will be deducted from the pay as you go credit on the card.

You are reminded that if you have a privilege rate pay as you go entitlement on your Oyster card you must revalidate this by taking the Oyster card together with your new National Rail Staff Travel Card to a London Underground ticket office prior to 1 July each year. Failure to do so will result in the full public Oyster fare being deducted if you use the card after the 30 June or your privilege season ticket expiry date, whichever is later.

It is hoped that the benefits of having your Privilege Season Ticket on Oyster are apparent. Unlike paper season tickets which degrade with time, Oyster cards are robust, reusable and rarely fail. When the privilege discount is set on your Oyster card, the card is registered. It is advisable to create a TfL online account at <https://oyster.tfl.gov.uk/oyster>. With this account, you can see your journey history, correct a maximum fare and top up your pay as you go credit online.