

Rail Staff Travel Guide for Safeguarded National Rail Staff



Rail Delivery Group



Rail Staff Travel is part of the Rail Delivery Group

Rail Staff Travel Guide for Safeguarded staff

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Services operated on the Elizabeth Line by TfL Rail are a National Rail concession and concessionary travel facilities are available. 70

Services operated on London Overground are a National Rail concession awarded by TfL and concessionary travel facilities are available. _____ 70

On services operated by Tramlink which is owned by TfL, concessionary travel facilities are available as indicated earlier in this document. Section 10: Northern Ireland and the Republic of Ireland _____ 70

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This document supersedes the one issued on

This guide includes:

- Updates on adjoining countries for FIP
- Updates to Leisure railways
- Clarity on use of Caledonian MacBrayne services
- Updated berth supplement charges for GWR Sleeper services

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- A revised format to make it easier to find information

Rail Staff Travel Guide for Safeguarded staff

Section 1: Introduction

This is a guide to the National and International rail staff travel facilities granted to Active and Retired Safeguarded Employees who joined the rail industry on or before 31 March 1996 and their eligible dependents (including Widows and Widowers), and whose eligibility to facilities is defined in the ATOC Staff Travel Scheme.

Employees who joined the rail industry after 31 March 1996 should refer to the guide *Rail Staff Travel Guide for Non-Safeguarded staff*.

This guide will give you an overview of the benefits you might enjoy. It is not a legally binding document.

TOC or group concessions available through specific TOC employers are outside the scope of this Guide.

Use of travel facilities is subject at all times to the:

- Rail Staff Travel Conditions of Issue and Use www.raildeliverygroup.com/rst/conditions-of-issue-and-use.html
- National Rail Conditions of Travel www.nationalrail.co.uk/nrcot
- Travel Restrictions (updated twice a year) www.raildeliverygroup.com/rst/where-can-i-go.html.

If you are still employed by an organisation sold-off by British Rail before it was privatised in March 1996, the details in this guide may not apply to you in every respect. If you retired from the service of earlier privatised railway organisations (eg NFC, Travellers Fare, British Transport Hotels, Bombardier) you may have slightly different benefits.

You can get further information from Rail Staff Travel by e-mail

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Section 2: Types of Travel and the concession available

The purpose of your journey determines which type of rail staff travel facility you can use.

However, there are some services on which Staff Travel facilities are not valid. See the section on Staff Travel Restrictions later in this document.

Leisure Travel

This is classified as travelling for social/pleasure reasons (as long as it does not fall within the Residential Travel or Duty Travel categories or involves trading or other remunerative activity).

The use of Status Passes, Staff Travel Card Boxes and Priv tickets for Leisure Travel is permitted for both employees, partners and child dependants.

Type of Travel	Concessions available	Notes
National: Leisure Travel	A number of free journeys p.a. (Quantity based on employment grade and status.) Priv-rate (75% discount) on Anytime tickets.	Priv-rate (75% discount) on Off-Peak tickets is also available but is subject to yearly renewal of the agreement by TOCs Discounted rate (typically Priv-rate) on many Rovers and Rangers.
International Leisure (discounted)	Unlimited 50% discount with an International Reduced Rate Card	On CIE, NIR, SNCB, and SNCF discount is 75%.

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Type of Travel	Concessions available	Notes
International Leisure (free)	<p>Limited free travel ¹ with one free coupon p.a. per carrier (a few carriers offer two p.a.)</p> <p>Some carriers give none for partners, dependant children and/or retired Employees</p>	<p>A free coupon is valid for 3 months giving 4 x 48-hour periods in which unlimited travel is available.</p> <p>Stena coupons are valid for 3 months giving 2 periods for travel.</p>
London (TfL)	Priv-rate (unless Staff Travel Card endorsed for National Rail only).	<p>National Rail concessions apply on TfL Rail and TfL Overground services.</p> <p>Safeguarded staff can also travel at Priv rate on Tube and DLR services (unless the Staff Travel Card is endorsed with 9, 10 or 11).</p>

Residential Travel (i.e. commuting)

This is classified as travelling from your permanent place of residence to your permanent place of regular employment or education, i.e. commuting.

¹ Mandatory reservations and supplement charges may apply on High-Speed and long-distance journeys

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The Rail Staff Travel Facility Rules only allow an employee, to have one place of regular employment and a child dependant one place of regular education.

The use of Priv season tickets for Residential Travel is only permitted for employees, and child dependants once authorised by Rail Staff Travel who will issue an authorised season ticket form.

Partners and dependant children may not use Priv Season Tickets for commuting to work. These are only available for commuting to a place of education.

The use of Staff Travel Card boxes, TOC or Group specific cards/passes and single/return Priv tickets for Residential Travel is not permitted for employees, partners or child dependants.

The use of Status Passes for residential travel is only permitted where the Status Pass explicitly states that it can be used for residential travel and this is always for the employee only.

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Type of Travel	Concessions available	Notes
National: Residential Travel ²	Free travel for up to 40 or 8 miles (based on grade and work location). Priv-rate (75%) of full fare thereafter (season ticket)	Where the journey is longer than the free travel allowed, this will be offered as a discount off the season ticket price to represent either 8 or 40 miles of travel. Season ticket authority must be obtained from RST before purchase at station.

Duty Travel

Duty Travel is travelling as required by your employment or employer during the working day. This includes attending training events and meetings.

The use of Status Passes, Staff Travel Card Boxes and Priv tickets for Duty Travel is not permitted for either employees, partners or child dependants.

Notes

Part-time Employees generally receive pro-rated benefits, where these are divisible (e.g. no. of boxes)

² Not available to Retired Employees (except in limited circumstances. Contact RST for more information)

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Dependants generally receive the same leisure-only National benefits as the employee (not necessarily on international services)

There can be further differences to eligibility depending on grade, employer and/or length of service.

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Section 3 - Rail Staff Travel Products

The Rail Staff Travel products available to safeguarded staff are:

Product	For what	Supporting ID (see notes)
Staff Travel Card ³	Leisure (free & reduced rate)	Photocard
Residential Pass (Active)	Residential (free element)	Photocard
Reduced Rate Season Ticket ⁴ (Active)	Residential (reduced rate element)	Photocard
Status Pass (Active)	Leisure & Residential (unlimited free)	None
Status Pass (Retired)	Leisure (unlimited free) only	None
International Reduced Rate Card	Leisure (reduced rate)	Passport
International Coupons	Leisure (free element)	Passport

Staff Travel Card

Leisure travel is delivered via the **Staff Travel Card**. You can use it to purchase unlimited Priv-rate tickets for leisure travel.

³ A Staff Travel Card is not valid for the purchase of Reduced Rate Season Tickets

⁴ An authorised season ticket form must be obtained from Rail Staff Travel before purchase at station.

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Priv-rate tickets can only be used by the Staff Travel Card holder and are not transferrable to any other person.

If you have an allocation of free travel, this is delivered through the dated boxes on the Staff Travel Card. If all of the boxes have been crossed out when the Staff Travel Card was issued, then you can only use it for the purchase of Priv-rate tickets.

Photo ID card for Staff Travel Card

Photo ID is a mandatory requirement for all active employees, their partner and child dependants aged 16 or over to support the use of a Staff Travel Card.

A Photo ID is not required by any retired employee, or any of their dependants; or anyone aged 15 or under.

Valid forms of Photo ID to support the Staff Travel Card are:

- The photocard used by the general public which can be obtained free of charge from most station booking offices, or
- A TOC specific smartcard which contains your photograph, your forename and your surname

Help for those who have difficulty travelling

Where the active or retired employee is no longer able to travel on their own but would still like to travel, we may be able to offer help to allow you to travel on National Rail services with a companion.

The facility for travel with a companion is not available to partners, widows or widowers.

Please contact Rail Staff Travel for more information.

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Residential passes and priv rate season tickets

Residential Travel (i.e. commuting to and from work) is delivered through a Reduced Rate Season Ticket.

Obtaining a Residential pass or priv-rate season ticket

Employees must apply to Rail Staff Travel for an authority to purchase each Priv Season Ticket using the Employee Residential Travel (XX01) form here www.raildeliverygroup.com/rst/forms.html#resi

If the journey meets the criteria for a Residential Pass, this will be issued by Rail Staff Travel.

If the journey meets the criteria for a priv-rate season ticket, Rail Staff Travel will send an authority to purchase the reduced rate season ticket to the employee. The employee must hand this into a ticket office when purchasing the ticket.

Refunds of Priv rate season tickets

If an employee needs a refund, the employee must submit the season ticket to Rail Staff Travel to authorise the refund. Rail Staff Travel will accept a photo of the Season Ticket cut into four pieces and a photo taken and emailed to Rail Staff Travel. You must also include an image of the ticket before you cut it up so all details can be viewed.

Rail Staff Travel will then send the ticket to the appropriate department within the Train Operating Company to process the refund.

Photo ID card for Priv Rate Season Ticket

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Photo ID is a mandatory requirement for all employees and child dependants (including those under age 16) to support the use of a Priv Rate Season Ticket.

The only valid form of Photo ID to support the Priv Rate Season Ticket is the pink Photocard ID used by the general public which can be obtained free of charge from most station booking offices



Please note that in limited circumstances a partner may be eligible for a Priv Rate Season ticket. Please contact Rail Staff Travel for more information.

Status Passes

Status passes are issued by Rail Staff Travel based on employment criteria and their issue must be authorised by an employer.

FIP International Reduced Rate Card

See the later section in this document on Foreign Undertakings for more information.

International FIP coupons

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See the later section in this document on Foreign Undertakings for more information.

Loss & Replacement of Staff Travel Cards or Passes

All losses, for any reason, must be reported to RST immediately, even if you are not going to order a replacement. A replacement fee is payable if cards are lost, damaged or destroyed. The fee may be waived if loss is the result of theft, robbery or fire, subject to evidence of this being produced from the relevant police or fire service authorities.

Postal losses notified beyond one month of the expiry date of the previous card or pass will not be replaced free of charge but must be paid for as if lost by the holder. There are no exceptions to this rule as this is to support fraud prevention.

The current replacement charges are given in the RST website www.raildeliverygroup.com/rst/useful-information.html

The first time in a travel year that you request a replacement Staff Travel Card, the boxes are re-allocated on a pro-rata basis. This also applies to free replacements as a result of postal non-delivery. The pro-rata calculation will be explained when the loss is reported.

For a second replacement in the same travel year, no free travel is re-allocated, i.e. all the boxes will be crossed through and the replacement card will only allow privilege rate travel.

To request any replacement card or pass, apply on the Replacements Form (XX10) on the Forms page of the RST website www.raildeliverygroup.com/rst/forms.html.

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Section 4: Mobility within, and leaving the rail industry

Mobility

For active employees, in some circumstances only, you can move between employers and retain rail staff travel benefits

You should contact RST **before** you move to check if there will be any impact on your Rail Staff Travel facilities.

Leavers

Your eligibility for continued rail staff travel facilities after you leave railway employment depends on your status when you were working, and the reason for leaving.

Generally speaking, though, for Active staff the following holds true:

Redundancy:	Keep but dependant on your employer meeting their obligations to RST. ⁵
Retired:	Keep, provided also eligible immediately to take a rail pension
Death in Service:	Keep (for family members already in receipt)
Retired by Ill-Health:	Keep, provided also eligible immediately to take a rail pension

⁵ This is the current rule. Eligibility on earlier redundancy will vary depending on when the redundancy took place.

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Resigned: Surrender permanently unless you transfer immediately to a Scheme Employer. If you join a Scheme Employer at a later date you may be eligible but will need to provide proof of where you have been working.

There can however be exceptions, owing to personal circumstances, so feel free to ask RST about your own situation in confidence, if you wish.

Dismissed: Surrender permanently in all cases.

Returning to work after retirement/redundancy

For active employees, in some circumstances you can return to work in the rail industry and receive active travel benefits again.

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Section 5: Eligibility of family members

Partners and child dependants

As a general rule you can apply for leisure travel facilities for the following:

- one spouse or partner
- resident dependent children up to age 18
- resident dependent children (though they may reside at another address in term time if they attend college or university elsewhere) between 18 and 25 subject to annual declaration of continued eligibility in certain circumstances
- resident dependent children aged 25+ in very limited circumstances

It is up to the employee to decide whether partners and child dependants are issued with rail staff travel facilities.

No partner or child dependant is independently eligible for anything.

Partners and child dependants generally receive the same National leisure-only benefits as the Active or Retired Employee

The Employee is responsible for the correct use of those rail staff travel facilities by a partner and dependant children.

Divorce or separation from a spouse/partner

In the event of divorce or legal separation for those married or in a civil partnership, or if an unmarried partner no longer lives with an employee, all cards and passes for the partner must be returned.

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Once a partner is no longer eligible the employee must inform RST immediately by completing a *Dependant Card Not Required* form XX24 on the RST website. The cards and passes must be returned to RST by signed for delivery or images of them cut up must be sent by e-mail to rst@raildeliverygroup.com.

You cannot apply for facilities for any new partner until the passes from the first partner have been returned or have expired by date.

The Travel Irregularities section covers partners and dependant children.

You cannot apply for facilities for any new partner until the passes from the first partner have been returned or have expired by date.

Children no longer dependant on the employee

When children become no longer dependant on the employee, either by gaining employment, leaving home or entering into a serious relationship, all cards and passes must be returned.

The employee must inform RST immediately by completing a *Dependant Card Not Required* form XX24 on the RST website. The cards and passes must be returned to RST by signed for delivery or images of them cut up must be sent by e-mail to rst@raildeliverygroup.com

More eligibility information

More specific details about individual circumstances, categories, variations and eligibility can be found here:

Conditions of Issue and Use

www.raildeliverygroup.com/rst/conditions-of-issue-and-use.html

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Eligibility of Family Members

www.raildeliverygroup.com/rst/eligibility.html

Facilities for a couple, both employed in the rail industry

As a general rule, upon becoming an “employed couple”, you can opt for leisure travel in your own right, or as a partner. This must apply to both domestic and International leisure travel. You can however retain residential travel and your TOC specific travel offered by your employer separately as an Employee, even if you take your leisure travel through your partner.

European (FIP) travel must align with your national travel facilities, as opposed to TOC-specific, eligibility.

We recommend that you approach RST for specific guidance if you are unsure.

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Section 6: Travel on National Rail

Active & Retired Staff and Dependants, Leisure Travel

Free Leisure Travel

The Staff Travel Card delivers both free and discounted leisure travel. Both the free and discounted leisure travel is subject to the **Restrictions on Travel** as documented above in section 2.

If you are eligible for a certain number of free journeys,⁶ these are shown by a series of boxes on your Staff Travel Card. Any boxes that are crossed out when the card is issued cannot be used for free travel.

The annual quota of free travel granted to full-time Active and Retired Employees for leisure purposes on National Rail under standard conditions is as follows:

Retired with less than 10 years' service at retirement:	10 boxes non-management 14 boxes for MS1 equivalent or above
Retired with more than 10 years' service at retirement, or Active:	16 boxes non-management 20 boxes for MS1 equivalent or above

⁶ Each dated box allows free travel on that day, and up to midnight on the following day. Travel is also permitted from 22h00 on the preceding day **if making an overnight journey**. For example, a card dated 7 August allows journeys from 22h00 on 6 August up to 24h00 on 8 August. During this period, travel does not have to be continuous: any number of broken journeys may be undertaken.

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The same quota of free travel is granted to eligible partners and dependant children. Part-time employees (15 hours or more per week) are granted free travel on a pro-rata basis. Part-time Employees working less than 15 hours per week will not be granted any National or International rail staff travel facilities.

Before commencing a free journey, you must enter the day and month of the journey in permanent ink in the first (or next available) box (which is divided into two sections on the card marked as “DAY” and “MTH”).

Use Arabic numerals, with a zero in front of single digits i.e. 7 August should be written as:

07
08

Failure to use 2 digits in each box will be treated as a Travel Irregularity.

If you attempt to travel without dating a box, the ticket inspector may cross out the next available box as a penalty and will instruct you to complete the next box following. If the card is wrongly dated the same procedure may be followed.

Alteration or overwriting of dates already inserted is not permitted – this includes writing a date in pencil then going over it with pen or erasing it and then re-entering it. This information is clearly printed on the card. Failure to comply will be treated as a Travel Irregularity.

Staff Travel Cards are valid from 1 April of one year to 30 June of the following year. New cards are sent out via employers or directly to home addresses towards the end of March each year. If you wish to use boxes from 1 April to 30 June, either the old or the new card can be used (assuming there are unused boxes on the old card). Only the new card can be used from 1 July, i.e. on a card that is expiring on the 30 June you cannot date a box for 30 June and travel on 1 July.

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Dated boxes for free travel on a Staff Travel Card must NOT be used for business, trading, duty or residential (commuting to work or travel to educational establishments).

Priv-rate tickets

Once the allocation of free journeys has been used up (or if you choose) you can purchase unlimited Priv-rate journeys on production of the Staff Travel Card.

Unless your Staff Travel Card is endorsed with 9, 10 or 11, Priv-rate travel facilities are available also on London Underground services.

Ticket Type	Discount available on National Rail services
Anytime	75% off the public fare
Off-Peak	75% off the public fare. Travel is subject to the same restrictions as the public ticket. The agreement for the discount on Off-Peak tickets is subject to yearly renewal by the TOCs.
Advance	None
Rovers and Rangers	75% off the public fare for most Rovers and Rangers. Some Rover and Rangers have no discount available.
Plusbus Day	No discount available.

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tickets	<p>Plusbus Day tickets can be purchased at the appropriate public rate if you present any of the following at the ticket office:</p> <ul style="list-style-type: none"> • Priv-rate discounted Anytime or Off-Peak ticket • Priv-rate Rover or Ranger • Priv-rate Season Ticket • Residential pass • Staff Travel Card with a dated box • Status Pass <p>A PlusBus ticket cannot be bought if the origin and destination stations of the rail journey indicated on the ticket or pass are located wholly within the same towns PlusBus travel zone (or within the same metropolitan region: Greater Manchester; South Yorkshire; West Midlands; West Yorkshire)</p> <p>An undated Staff Travel Card is not valid for the purchase of a Plusbus Day ticket.</p>
Plusbus Season tickets	<p>No discount available.</p> <p>Plusbus Season tickets can be purchased at the appropriate public rate if you present any of the following at the ticket office:</p> <ul style="list-style-type: none"> • Priv-rate Rover • Priv-rate Season Ticket • Residential pass • Status Pass <p>The PlusBus season ticket may not extend beyond the</p>

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	<p>end of validity date of the Rover, Season Ticket, Residential pass or Status Pass.</p> <p>A PlusBus season ticket cannot be bought if the origin and destination stations of the rail journey indicated on the ticket or pass are located wholly within the same towns PlusBus travel zone (or within the same metropolitan region: Greater Manchester; South Yorkshire; West Midlands; West Yorkshire)</p>
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Priv-rate tickets purchased with a Staff Travel Card must NOT be used for business, trading, duty or residential (commuting to work or travel to educational establishments).

Child £2 fare when travelling with retired employees aged 60 or over

Retired staff, spouses of retired staff, widow(er)s of active or retired staff (who would be eligible to purchase a public Senior Railcard), are eligible for special offers made to Senior Railcard holders.

Additionally, they may purchase tickets for up to four accompanied children aged 5 to 15. (Standard accommodation only) at the flat rate applicable - currently £2.

When travelling with children on £2 tickets, they must have suitable proof of age with them at all times.

(The section on Sleeper services has more information on the applicability of this facility).

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Staff Travel Restrictions and complimentary refreshments

The use of all Staff Travel Cards, passes, Priv-rate tickets and Priv Rate Season Tickets is subject to **Staff Travel Restrictions** on rail services. These are updated each May and December on the RST website. The restrictions may vary depending on whether you are an active or retired employee. The Restrictions are published on the RST website.

www.raildeliverygroup.com/rst/where-can-i-go.html

Travelling on restricted services will be handled as a Travel Irregularity.

Train operators have restrictions on the acceptance of complimentary refreshments by holders of rail staff travel facilities.

As ticket inspection and refreshment service may be carried out by different on-board staff, those providing complimentary refreshments may not know that you are travelling using Rail Staff Travel facilities.

You must refuse refreshments when offered, unless the **Staff Travel Restrictions** document specifically allows you to accept them.

Class of Travel

If you hold a STD class Staff Travel Card, then you may only buy Standard Class Priv rate tickets and travel in Standard Class.

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Where a TOC offers Weekend First upgrades, Staff Travel Card holders with Standard Class Priv rate tickets may purchase the Weekend First upgrade at the public rate and travel in First Class accommodation.

A few TOCs may allow the purchase of upgrades for First Class using apps such as Seatfrog, however, not all of them allow this. If it is permitted, it will be documented in the **Staff Travel Restrictions**.

Apart from the exceptions above, , you cannot pay the difference between Standard Class and First Class fares to travel in First Class accommodation.

If you hold a 1ST Class Staff Travel Card, then you may buy either Standard or First Class Priv rate tickets. If you buy Standard Class Priv rate tickets, then you may only travel in Standard Class accommodation.

Seat Reservations

When purchasing a Priv-rate ticket it is normally possible to make a seat reservation. Some TOCs restrict staff from making seat reservations and the rules are in the **Staff Travel Restrictions**.

How to buy a Priv ticket, and what to do if this is not possible

At present It is not possible to buy Priv-rate tickets online, by phone, or from ticket machines.

Where the station has a staffed ticket office, you must purchase a valid ticket before you start a journey, irrespective of the length of queue or wait time.

If the ticket office is closed and local 'promise to pay' tickets are available from vending machines you must obtain one before travelling.

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If you board a train from a station with an open ticket office and have no ticket, or from a station where 'promise to pay' tickets are in use and you haven't obtained a 'promise to pay', the train operator is within their right to refuse to sell you a Priv-rate ticket and report it as a Travel Irregularity.

Only if the ticket office is closed, and there is no local 'promise to pay' in use, can you buy a Priv-rate ticket on board a train. You must actively seek out staff on-board the train, have your fare ready and offer to pay it at the first available opportunity. By offering to pay there can be no question that you are trying to travel without paying.

If you don't actively offer to pay, then you may be accused of fare avoidance, and risk committing a Travel Irregularity. (See the separate section on Travel Irregularities for the consequences).

Active Staff, Residential Travel (Commuting)

Residential travel can only be granted from the station nearest to your home address and the station nearest your permanent work location.

If your permanent work location is within the London and South East allowance area, you are granted up to 40 miles of free residential rail travel. If your permanent work location is outside that area, the allowance is for 8 miles of free residential rail travel. A Residential Pass between specific stations is issued for this purpose.

If your residential journey exceeds these limits, a Residential Pass cannot be issued. Instead, RST will issue an authorisation to purchase a Privilege Season Ticket at one quarter of the standard rate, less a further financial allowance for the relevant free travel element as mentioned above.

A Staff Travel Card cannot be used to buy a Privilege Season Ticket. Applications for Privilege Season Tickets and Residential Passes must be

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made to RST using the Employee Residential Travel form (XX01) on the Forms page of the RST website - www.raildeliverygroup.com/rst/forms.html#resi .

If a Privilege Season Ticket is applied for, once approved, you can take the authorised form to a station purchase a Priv-rate season ticket.

Residential Travel on London Underground can also be included on a Privilege Season Ticket.

Residential Travel is also allowed for travel to educational establishments in some circumstances.

Residential Passes and Privilege Season Tickets may also be used for leisure travel on the route specified.

Retired Safeguarded Employees are NOT eligible for Residential Travel.

Other additional facilities for more senior Active and Retired Employees (i.e. Status Passes etc)

If you are classed at the former BR grade of MS2 or MS3 (or equivalent), you may be granted an unlimited mileage Residential Pass (standard class) from your residential station to your permanent place of work, regardless of the mileage involved in the journey. Apply on Employee Residential Travel Form (XX01).

If you are graded at MS4 (or equivalent) or above, you may be granted unlimited First Class travel in the form of a Status Pass.

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Even if you are eligible for 1st class travel by reason of grade and salary level, a Status Pass cannot be issued unless there is a spare one within an employer's quota.

Status passes allow unlimited free leisure and residential (but not duty) travel, in 1st class, either across the network or on a regional basis only. There are 3 levels: Gold, Silver and Blue. The separate quotas of Gold and Silver Active passes allocated to each Scheme Employer (including TOCs) was set at privatisation and cannot be exceeded. Blue passes are the regional ones and may have been issued at 1st or STD class depending on qualification date. These are not quota-controlled, but no new employees can become eligible for them.

Status Passes for Active Employees may be used for Leisure and Residential purposes (indicated by the green background on the pass and the text in the Validity section on the Pass). Retired Employees and Dependants of Active Employees may only use the Status Pass for Leisure purposes.

The level of Active Status Pass held at retirement will normally be maintained for the Retired Status Pass. Photos for Status Passes can be uploaded online.

Retired Status Passes do not count against an employer's quota.

Gold Status Passes

Gold passes provide unlimited free leisure and residential (but not duty) travel on:

- National rail network
- Some inter-available TfL rail services
- Sleeping berths
- Selected Caledonian MacBrayne Clyde services

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Gold passes may be granted to:

- Active or Retired Employees graded EG4 or above,
- All eligible Dependants

Silver Status Passes

Silver passes provide unlimited free leisure and residential (but not duty) travel on:

- National rail network
- Some inter-available TfL rail services

Silver passes may be granted to:

- Active or Retired Employees graded MS4 or above working more than 29 hours per week
- Spouses/partners, or widow(ers) or children of staff graded EG1-or above working more than 29 hours per week

Blue Status Passes

Blue passes provide unlimited free leisure and residential (but not duty) travel on:

- National rail services in the region for which the pass is issued and in the class shown
- Some inter-available TfL rail services in the region for which the pass is issued

See also Section 5 (London) for information about travel in London using TfL's Oyster products.

Blue Pass Regions

As well as the availability detailed below, Blue passes are valid on through services which operate from a station within their own Region, into a

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neighbouring Region and then back into their own Region, on condition that the holder does not alight at any point within the neighbouring Region in question.

Maps depicting availability are online at www.raildeliverygroup.com/rst/where-can-i-go.html

BP1 Eastern Region

Between all stations on the former Eastern and Anglia Regions and on Tyne and Wear Metro Services (unless specified otherwise). The boundary stations are:

BP1.1 With the former London Midland Region:

Carlisle, Skipton, Burnley Manchester Road (via Hebden Bridge only), Manchester (via Hebden Bridge, Marsden or Dore only), Chesterfield, Nottingham (via Mansfield only), Newark Castle, Aslockton, Stamford, Crouch Hill, Wapping.

BP1.2 With the former Scottish Region:

Berwick-upon-Tweed, Carlisle.

Available also on the following LU services:

BP1.3 Metropolitan and District Lines:

- (i) Moorgate to Kings Cross.
- (ii) Tower Hill to Upminster, but not to alight/board between Tower Hill and Bow Road.

BP1.4 Northern Line:

Kings Cross to Mill Hill East or High Barnet via Archway, but not to alight/board between Kings Cross and Highgate.

BP1.5 Central Line:

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Liverpool Street to Epping or Hainault, via Woodford or Newbury Park, but not to alight/board between Liverpool Street and Stratford.

BP1.5 Piccadilly Line:

Finsbury Park to Kings Cross but not for alighting/boarding in between.

BP1.6 Victoria Line:

Finsbury Park or Highbury & Islington to Kings Cross.

BP1.7 Docklands Light Railway:

Tower Gateway to Limehouse.

BP2 London Midland Region

Between all stations on the former London Midland Region. The boundary stations are:

BP2.1 With the former Eastern and Anglia Regions:

Carlisle, Skipton, Halifax (via Hebden Br only), Huddersfield (via Marsden only), Sheffield (via Dore only), Chesterfield, Worksop (via Mansfield only), Newark Castle, Aslockton, Stamford, Crouch Hill, Wapping.

BP2.2 With the former Scottish Region:

Carlisle.

BP2.3 With the former Western Region:

Craven Arms, Worcester (via Hartlebury or Barnt Green only), Banbury, Kensington Olympia.

BP2.4 With the former Southern Region:

Kensington Olympia, Farringdon, South Acton.

Available also on the former Southern Region between Gunnersbury and Richmond, and on Chiltern Line services if specified.

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Available also on the following TfL LU services:

BP2.5 Metropolitan and District Lines:

- (i) Moorgate to Kings Cross.
- (ii) If endorsed for Chiltern availability available between Baker Street and Watford, Chesham or Amersham, but not to alight/board between Baker Street and Harrow-on-the-Hill.
- (iii) Earl's Court to Kensington Olympia.

BP2.6 Bakerloo Line:

Paddington to Harrow & Wealdstone.

BP3 Scottish Region

Between all stations on the former Scottish Region and on the Caledonian MacBrayne Ltd. Clyde Services listed in 7.1.2. (if specified). The boundary stations are:

BP3.1 With the former Eastern and Anglia Regions:

Berwick-upon-Tweed, Carlisle.

BP3.2 With the former London Midland Region:

Carlisle.

BP4 Southern Region

Between all stations on the former Southern Region. The boundary stations are:

BP4.1 With the former Western Region:

Reading, Westbury (via Warminster only), Yeovil Junction (via Sherborne only), Kensington Olympia, Dorchester West.

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BP4.2 With the former London Midland Region:

Kensington Olympia, Farringdon, South Acton.

Available also on the following London Overground services:

BP4.3 To Dalston Junction (replacing the former Metropolitan & District LU services between Shoreditch and New Cross/New Cross Gate

Available also on the following TfL LU services:

BP4.4 Metropolitan and District Lines:

- (i) Putney Bridge to Wimbledon.
- (ii) Turnham Green to Richmond.

BP4.5 Waterloo and City Line:

Waterloo to Bank.

BP5 Western Region

Between all stations on the former Western Region. The boundary stations are:

BP5.1 With the former London Midland Region:

Craven Arms, Birmingham New Street (via Barnt Green / Hartlebury only), Banbury, Kensington Olympia.

BP5.2 With the former Southern Region:

Reading, Salisbury (via Warminster or Sherborne only), Kensington Olympia, Weymouth (via Dorchester West only).

Available also on the following TfL LU services:

BP5.3 Metropolitan, Hammersmith & City and District & Circle Lines:

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- (i) Paddington to Notting Hill Gate - Circle Line, for through journeys between Paddington and East Acton or westwards but not to alight/board in between or at Notting Hill Gate.
- (ii) Paddington (Suburban) to Hammersmith (H&C).
- (iii) Earl's Court to Kensington Olympia.
- (iv) Baker Street to Watford, Chesham or Amersham, but not for alighting/boarding between Baker Street and Harrow-on-the-Hill.

BP5.4 Central Line:

Ealing Broadway or West Ruislip to White City and in the case of through journeys between East Acton or westwards and Paddington; also between White City and Notting Hill Gate, but not to alight/board between White City and Notting Hill Gate or at Notting Hill Gate.

Sleeper Services

Active and Retired Safeguarded Employees and their eligible partners and child dependants (including Widow/ers) are eligible for rail staff travel on Caledonian Sleeper and Great Western Railway Sleeper:

Caledonian Sleepers

On Caledonian Sleeper services between Euston and destinations in Scotland there are two options available for staff discounted travel:

1. 75% discount off the public fare (single only), inclusive of travel and room accommodation (Solo or Twin Accommodation), on presentation of a Staff Travel Card (no need to date a box). Reduced fares are subject to availability and can be purchased in advance from a National Rail station.
2. Purchase a Privilege rate Any time or Off Peak ticket or date a box on your Staff Travel Card or use your Silver Status Pass and pay the

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room supplement. There is no discount on the room supplement. Room supplements can be booked online at www.sleeper.scot

Please note that option 1 is usually cheaper.

Due to limitations in the National Reservation System, if travelling using free facilities (Staff Travel Card dated box or status pass), then berth reservations cannot be made more than 90 days in advance.

Holders of Standard Class facilities may only travel in Classic accommodation. Holders of Standard Class facilities must pay the full public rate if they wish to travel in Club Class.

Holders of 1st Class facilities are eligible for discounted travel in either Club or Classic accommodation.

There are no staff discounted rates on travel in Caledonian Doubles.

Caledonian Sleeper has agreed an easement on the 22:00 hrs time rule and will accept Staff Travel Cards which are dated for the date of arrival in destination, providing the customer has a room reservation for a journey which ends on the date entered on the Staff Travel Card.

Travelling with a Gold Status Pass

If you have a Gold Status Pass endorsed 'All Stations and in Sleeping Berths' this allows free travel on the Caledonian Sleeper and does not require payment of the room supplement. However, there are a limited number of places.

Contact Guest Services on 0330 060 0500 or go to a National Rail station.

Travelling with children on Caledonian Sleeper

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There are three options for travelling with children

1. 75% discount off the public fare inclusive of travel and room accommodation on presentation of a Staff Travel Card (no need to date a box). You need to request a 'Solo Room with free child' ticket and the child effectively travels for free. Reduced fares are subject to availability and can be purchased in advance from a National Rail station.
2. Adult dates a box and child dates a box (if they have facilities). You would then need to purchase a 'twin room supplement' to cover your accommodation. Room supplements can be booked online at www.sleeper.scot
3. Retired employees travelling with children who do not have rail staff travel facilities can date a box and purchase a child £2.00 Anytime or Off-Peak fare. You would then need to purchase a 'twin room supplement' to cover your accommodation. Room supplements can be booked online at www.sleeper.scot

Option one is usually the cheapest.

If there are more children travelling than adults with rail staff travel facilities, then an additional room will have to be purchased at the 75% discount adult rate.

Caledonian Sleeper Seated day trains

There is limited seating accommodation on the daytime legs between Edinburgh and Fort William and Kingussie and Inverness. Free and Privilege travel facilities are available for use on these legs where they are shown in the public timetable subject to space being available. Reservations are not possible.

Great Western Railway sleepers

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Great Western Railway operate the Night Riviera sleeper between London Paddington and Penzance. There are two options available:

1. 75% discount off the most expensive Advance-Inclusive package in each type of accommodation (solo or twin) on presentation of a Staff Travel Card (no need to date a box).
2. Purchase a Privilege rate ticket or date a box on your Staff Travel Card and pay the sleeping berth supplement.

Option 1 availability is quota controlled. If no Priv-rate advance package tickets are left, you will need to take Option 2.

Where the Night Riviera sleeper service departs before 22:00 hrs, GWR has agreed an easement on the 22:00 hrs time rule and will accept Staff Travel Cards which are dated for the following day, providing the customer has a berth reservation for a journey which ends on the date entered on the Staff Travel Card. ⁷

Great Western Railway do offer the £2 flat fare for children travelling with retired Staff Travel Card holders aged 60+, but the £2 flat fare only applies to the travel ticket. Children must also pay the sleeper berth supplement. ⁸

As of January 2020, the berth supplement is £55 for a berth in a twin cabin, or £80 for a berth in a solo cabin. There are no discounts on the berth supplements for any category of customer (Child / Railcard / PRIV etc.). ⁹

Tickets can only be purchased from a National Rail station, by presenting your Staff Travel Card to show eligibility.

⁷ (Source RST Ref:90-011-032/D7602INC)

⁸ (Source: RST Ref: 90-003-003/D7581INC)

⁹ (Source: RST Ref: 90-003-003/D7581INC)

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Travelling with a Gold Status Pass

If you have a Gold Status Pass endorsed 'All Stations and in Sleeping Berths' this allows free travel on the Night Riviera Sleeper and does not require payment of the room supplement.

Gold Status pass holders can reserve a sleeping berth by calling in at a station ticket office.

Travel Irregularities

Employees are responsible for the proper use of all rail staff travel facilities that are issued to themselves and their families.

The employee has absolute discretion as to whether they allow their partner and child dependant(s) to enjoy these facilities.

The Scheme sets out the penalties if any holder of any National or International rail staff travel facility, whether employee, partner or child dependant, attempts to use it fraudulently or allows someone else to do so.

Generally, if a primary cardholder transgresses, the partner and all dependants also lose their facilities; if a partner or child dependant is at fault, then generally just that individual is subject to penalty.

Any person who is found to:

- improperly use any Staff Travel Card, Status Pass, Residential Pass
- improperly use any ticket/pass issued by or on behalf of a TOC or Group
- transfer or any card, ticket or pass, or attempts to do so,

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will be liable to prosecution, withdrawal of rail staff travel facilities and, if an employee, possible dismissal.

Dated Staff Travel Card boxes and Priv rate leisure tickets are not valid for business, trading, duty or residential use (commuting to work or travel to educational establishments) by either active or retired employees, partners or dependant children. Where such cases are detected they will be treated as a travel irregularity.

There is more information in the Travel Irregularities document on the RST website www.raildeliverygroup.com/rst/where-can-i-go.html

Complaints

If you have a problem using travel facilities on TOC services, you should firstly raise the issue with the TOC concerned. Details of how to contact each TOC can be found on their websites.

If your complaint remains unresolved, then you should then raise your complaint with the Rail Ombudsman.

Details are at www.railombudsman.org or you can call them on 0330 094 0362 between 08-00-22:00 Monday to Friday (excl. Bank Holidays) and 08:00-13:00 on Saturdays and Bank Holidays (except Christmas Day).

If you have problems in the following areas, please contact Rail Staff Travel

- Using Travel facilities on non-TOC services, e.g. Leisure Railways
- The service provided to you by Rail Staff Travel
- Using FIP Rail Staff Travel facilities in Europe

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Section 7: National Rail services in Great Britain

Rail Staff Travel facilities are valid on the services of the following franchised and concessionary National Rail train operating companies in Great Britain.

Avanti West Coast	Northern
C2c	Island Line (Isle of Wight)
Caledonian Sleeper	Scotrail
Chiltern Railways	South Western Railway
CrossCountry Trains	Southeastern Railway
East Midlands Railway	Southern
Gatwick Express	Thameslink
Great Northern	TransPennine Express
Greater Anglia	Transport for Wales
Great Western Railway	West Midlands Trains operating under two brand names
London North Eastern Railway	• London Northwestern Railway
London Overground	• West Midlands Railway
Merseyrail	
MTR Elizabeth Line	

When a franchised or concessionary operator is replaced by another franchised or concessionary operator, or any other operator appointed by the Department for Transport, rail staff travel facilities remain valid on the services provided by the new operator.

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Section 8. Other undertakings in Great Britain

Travel facilities are granted to Active and Retired employees, partners and child dependants on some other GB transport undertakings as indicated below.

Unless otherwise stated, only reduced rate travel is available, and for leisure use only.

Rail

Eurostar

There are two options for Safeguarded staff:

- The cheapest fares are available using a Staff Travel Card (unless it has endorsement 5, 6, 9, 10 or 11 when it is not valid for reduced rate travel on Eurostar).
- Other reduced fares are available using an FIP International Reduced Rate Card.

FIP fares are subject to availability (this is limited between 17.30 and 19.00 on Fridays) so the further in advance the FIP tickets are booked, the greater the choice of trains available.

The FIP International Reduced Rate Card or Staff Travel Card used to purchase the ticket should be carried with you on the journey.

Reservations on Eurostar services are compulsory. For prices and booking see www.raildeliverygroup.com/rst/offers

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To avoid problems with the recognition of the Staff Travel Card outside of Britain, should you need to change your return journey, always carry your FIP International Reduced Rate Card.¹⁰

Although tickets can be purchased on the day of travel at the stations served, it is better to obtain tickets in advance – call International Rail Ltd on 0333 003 0423. There are alternative agents, details can be found on our FAQs www.raildeliverygroup.com/rst/faqs.html#IntBook

Reservations can be made in Standard Premier (1st class) by holders of 1st Class FIP and Staff Travel Cards.

You cannot upgrade from Standard Class to Standard Premier.

Grand Central

Open access operator Grand Central accepts travel with

- Priv discounted tickets purchased with the Staff Travel Card.
- Reduced rate season tickets
- Free travel using dated Staff Travel Card boxes
- Free travel using the Eastern Region Blue Status Pass
- Free travel using a Silver Status Pass
- Free travel using a Gold Status Pass

¹⁰ Eurostar staff should sell Safeguarded fares on presentation of the Staff Travel Card (STC). A STC for each person travelling on a Safeguarded fare must be presented. Eurostar will record each STC number against the booking. If you encounter problems booking the Safeguarded fare, please report this to Rail Staff Travel with details of the station ticket office, date and time, and name of the Eurostar agent. RST can only investigate with Eurostar if full details are provided.

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Heathrow Express

From 1 November 2020 free leisure travel is available on Heathrow Express services with any of the following

- a Staff Travel Card with a dated box
- a Gold Status Pass
- a Silver Status Pass
- a Western Region Blue Status Pass

Priv rate tickets for leisure travel with a Staff Travel Card can be purchased at the ticket office at Paddington, or the ticket office at Terminals 2 and 3, or at the ticket office in the arrival hall at Terminal 4 and Terminal 5. Alternatively, a Priv-Oyster card may be used. The fare charged will be the Priv-rate of the Peak or Off-Peak public single ticket as appropriate.

Children under 16 travel free at all times on Heathrow Express, as long as they travel with a fare-paying adult. Customers travelling with children under 16 should ask Heathrow Express staff to open the ticket gate for them, to allow entry to the platform. Children who have a 5-10 or an 11-15 Zip Oyster photocard or a Young Visitor discount added to a standard retail Oyster card or to a Visitor Oyster card should not touch in or out. There is no limit to the number of accompanied children allowed to travel for free.

At Paddington, Heathrow Express trains usually depart from platforms 6 or 7. If a Heathrow Express train departs from a platform other than 6 or 7, the MTR Elizabeth Line Paddington-Heathrow priv fare will be charged and customers will not be expected to pay more.¹¹

¹¹ (Source RST Ref: 90-035-126/D7588INC)

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Hull Trains

Open access operator Hull Trains accepts

- Priv discounted tickets purchased with the Staff Travel Card.
- Reduced rate season tickets
- Free travel using dated Staff Travel Card boxes
- Free travel using the Eastern Region Blue Status Pass
- Free travel using a Silver Status Pass
- Free travel using a Gold Status Pass

London Tramlink

Unlimited free leisure travel for Staff Travel Card holders (no need to date a box – just show your Staff Travel Card).

Status Passes are not valid on London Tramlink

Tyne and Wear Metro

With the exception of the Heworth to Sunderland service, and some Gold Status Pass holders, free travel is granted, and Privilege rate tickets are issued only to employees who entered employment prior to 11 August 1980.

This eligibility will be indicated on a Status Pass and/or Staff Travel Card.

The valid Staff Travel Card endorsements are NIL, 3, 3+4, 3+4+7, 4, 4+7 or 7. Staff Travel Cards with any other endorsements are not valid.

If you cease to be eligible for Tyne & Wear Metro facilities on leaving the service, you cannot have these reinstated if you re-enter employment with

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an Eligible Employer unless there is no gap between leaving the first Eligible Employer and joining the second.

To obtain free travel, use your Status Pass or appropriately dated Staff Travel Card.

To purchase a discounted ticket, only SINGLE Privilege rate tickets are available and to obtain these, you should press the CHILD fare button on ticket issuing machines.

When travelling you should carry your Staff Travel Card or Status Pass to support the use of the privilege rate ticket.

On Tyne & Wear Metro's Heworth to Sunderland service the ticketing arrangements above apply but also include Active or Retired Employees who entered employment on or after 11 August 1980

West Coast Railway Company

The Jacobite. Steam-hauled main line charter trains operate weekday return services between Fort William and Mallaig typically from April to October, with weekend return services for a slightly shorter period.

You can travel on these services in Standard Class at a privilege rate of a quarter of the published price.

There is no priv rate available on 1st class fares. ¹²

West Coast Railway Company booking details:

Standard class priv rate tickets. Telephone: 01524 732100.

First class public rate tickets. Website westcoastrailways.co.uk

¹² Source RST Ref: 90-035-421/D7976INC

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Heritage Rail (generally not on the National Rail network)

Priv-rate travel is generally not available on special event days with leisure/heritage railways. You should check with the railway before making a trip to ensure that priv-rate travel is available on your intended day.

Priv rate travel is obtained by presentation of the Staff Travel Card. Status Passes and other TOC specific and group specific passes will not be accepted.

Railway company	Notes
Avon Valley Railway	
Bala Lake Railway	
Bluebell Railway	50% discount
Bodmin & Wenford Railway	
Brecon Mountain Railway	
Bure Valley Railway	
Chinnor and Princes Risborough Railway ¹³	75% discount on the Full Adult Rover ticket only. Available from the ticket office at Chinnor, or Princes Risborough (platform 4). Not available on evening trains, dining services or Santa specials. This is a commercial offer provided through the goodwill of the CPRR rather than a reciprocal arrangement with Rail Staff Travel.
Crich Tramway Museum	National Tramway Museum (2 for 1 offer)
East Lancashire Railway	Not valid on Special events

¹³ (Source: RST Ref 90-035-031/D7661INC)

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Railway company	Notes
Embsay Steam Railway	
Ffestiniog Railway and Welsh Highland Railway	In place of 2 nd class accommodation, the Railway provides 3 rd class
Great Central Railway	
Helston Railway	
Isle of Wight Railway	
Kent and East Sussex Railway	
Lakeside and Haverthwaite Railway	
Lappa Valley Railway	
Llanberis Lake Railway	
Mid-Hants Railway (Watercress Line)	
North Norfolk Railway	
North Yorkshire Moors Railway	Priv-rate tickets are not available on Pullman Dining Trains, selected NYMR services on the Esk Valley Line to Battersby and on special event days.
Paignton & Dartmouth Steam Railway	
Plym Valley Railway	Priv-rate tickets are not available on North Pole Express services
Ravenglass and Eskdale Railway	Priv-rate tickets issued only at Ravenglass Booking Office. Not available on Bank Holidays and are always subject to availability.
Romney, Hythe and Dymchurch Light Railway	Priv-rate tickets are only issued if purchasing a RomneyRover and are not available for use on special event days (see - www.rhdr.org.uk)
Severn Valley Railway	

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Railway company	Notes
Snowdon Mountain Railway	Priv-rate tickets are issued for return journeys only
South Devon Railway	
Strathspey Railway	
Swanage Railway	Priv-rate tickets are not valid on special event days.
Talylyn Railway	
Vale of Rheidol Railway	
Welsh Highland Railway	See Ffestiniog Railway
West Somerset Railway	

Shipping

On shipping services, unless otherwise specified

- Priv rate travel offers a 75% discount on the foot passenger fare.
- Priv rate tickets are not available on the day of travel at ports and must be purchased in advance.
- Port taxes must be paid at the public rate and must be purchased in advance.
- Transport of vehicles must usually be paid at the public rate.

P&O Ferries (Dover-Calais & Hull-Zeebrugge/Rotterdam)

Staff Travel Cards issued to employees, partners and child dependants can be used for a discount for travel on any of the Dover-Calais, Hull-Zeebrugge, and Hull-Rotterdam routes against the standard fares for any duration.

Travel on the Dover-Calais route as a Foot Passenger (without a vehicle) is free except for the port taxes charged. Port taxes are payable in each direction. Port Tax tickets for travel as a Foot Passenger are not available to book on-line. For these call the P&O Ferries contact centre.

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Route	Adult port tax	Child (4-15 yrs) port tax
Dover – Calais	£4.00	£4.00

Foot passengers can travel only between 08.25 – 19.15 from Dover and between 06.45 – 21.45 from Calais.

Present your Staff Travel Card and Photo Identity Card at the port when you check-in for travel. Failure to do so will result in being refused travel.

P&O Ferries booking details

- Web www.poferries.com/ATOC (when prompted for your Membership Number, enter the number of your current Staff Travel Card)
- Email: RTS.supportgroup@poferries.com
- Tel: **01304 448 888**. Hours of operation daily 07.30 until 21.00 (22.00 from Easter to September). Telephone bookings attract an additional charge of approximately £5, unless paying Port Tax tickets only, in which case the £5 will not be applied.

Stena Line Irish Services

Staff Travel Cards (no need to date a box) issued to employees, partners and child dependants can be used on services operated by Stena Line for free travel on its services to the Republic of Ireland and Northern Ireland.

Travel as a foot passenger is free, but a Port Tax ticket (for all passengers aged 4 or over) must be obtained in advance and presented at the embarkation port.

Passengers should report at least 45 minutes prior to departure on all routes except Belfast-Liverpool where check-in is at least 90 minutes prior to departure.

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The following routes tend to be exceptionally busy throughout the summer months, Christmas, New Year, Easter, Halloween and Bank Holiday periods:

- Cairnryan – Belfast
- Fishguard – Rosslare
- Holyhead – Dublin
- Liverpool – Belfast

Reservations are compulsory on all sailings. All free and concessionary travel holders must have the correct documentation before travelling. Bookings **cannot** be made at the Port on the day of departure.

Space for concessionary travel is subject to availability. An alternative can be requested if the first choice of sailing has no space left for concessionary travel.

All Stena Line services are single class.

Vehicles

Fares are generally cheaper the earlier the booking is made. As such the 50% discount available to staff for conveyance of vehicles will be on the flexi fare available at the time of booking.

Port Taxes

These are payable on Stena Line services in each direction for adults and children (4-15 years).

Route	Adult	Child (4-15 yrs)
Fishguard – Rosslare	£5.00	£3.00
Rosslare - Fishguard	€7.00	€4.00
Holyhead - Dublin	£5.00	£3.00
Dublin - Holyhead	€7.00	€4.00
Cairnryan - Belfast	£5.00	£3.00
Liverpool - Belfast	£15.00	£13.00

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Belfast - Liverpool	£15.00	£13.00
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Environmental Charge

All passengers and vehicles travelling from 1 January 2020 are also subject to the Environmental Charge introduced as part of the global regulation on Sulphur emissions introduced by the International Maritime Organisation.

The fees are currently payable for all single journeys as follows:

Vehicle	Adult	Child (4-15 yrs)
£3.00/€3.00	£2.00/€2.00	£1.00/€1.00

More details are available on the Stena Line website here:

www.stenaline.co.uk/faqs/book-quote-online/what-is-the-environmental-charge

Other facilities

Cabins, Stena Plus and Meals can also be pre-booked at brochure prices.

Stena Line booking details

Telephone: **08448 471 471** for port tax payments and vehicle discounted fares.

Online: www.stenaline.co.uk for Cabins, Stena Plus and Meals.

Irish Ferries

Irish Ferries operate services between Pembroke Dock and Rosslare, and between Holyhead and Dublin.

Active full time Safeguarded employees who are eligible for National Rail travel facilities are granted free travel on two occasions a year for themselves and their eligible partners and child dependants. Apply to Rail

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Staff Travel at least 8 weeks in advance on Non-FIP Travel Request Form (XX09d) giving full details of the specific journeys (date and sailing time) required.

Active full time Safeguarded staff may also book unlimited Priv-rate journeys.

Part-time employees, Housekeepers, Retired Employees (and their eligible partners and child dependants) and Widow(er)s can enjoy unlimited Priv-rate journeys.

The discount is available on the price of the foot-passenger ticket. Port tax must be paid at the public rate. Tickets must be purchased from Irish Ferries in advance of travel.

Irish Ferries booking details

Telephone **08717 300 400**

Caledonian MacBrayne

Gold Status Pass holders, irrespective of when they entered service are eligible for free travel on specified Caledonian MacBrayne Clyde services as described below.

With the exception of Gold Status Pass holders, the facilities described below are available only to Employees who entered service prior to 1 January 1971 and only on routes listed below. This eligibility will be indicated on a Status Pass and/or Staff Travel Card.

Reduced rate travel facilities are available to all **eligible** Active and Retired Employees (who entered service prior to 1 January 1971) on all routes below upon presentation of a valid undated Staff Travel Card at the Company's booking offices.

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Free travel facilities, obtained by use of a dated Staff Travel Card, are granted to all eligible active and retired staff on routes 13-15 only. For routes 13 and 14 you should collect a ticket at the Port Ticket Office before boarding. For route 15, obtain tickets on the ferry from a purser.

On routes 1–12 free travel twice per annum is granted to eligible Active full-time salaried Employees, their legally married spouses/civil partners and up to two dependent children. Apply on Non-FIP Travel Request Form (XX09d) giving 10 days' notice. Individual tickets will be issued for specific journeys. However, you must obtain a Boarding Pass, either at the Port Ticket Office before boarding or onboard from the Purser.

On River Clyde services on routes 13-15:

- Gold Status Passes are valid
- Silver Status Passes are valid if endorsed with "Available also on specified Caledonian MacBrayne Clyde services"
- Blue Status Passes Scottish Region are valid if endorsed with "Available also on specified Caledonian MacBrayne Clyde services"

- (1) Ullapool – Stornoway
- (2) Uig – Tarbert
- (3) Uig – Lochmaddy
- (4) Mallaig – Armadale
- (5) Oban – Craignure
- (6) Oban – Castlebay
- (7) Oban - Lochboisdale
- (8) Oban – Coll
- (9) Coll – Tiree
- (10) Oban - Tiree
- (11) Oban – Colonsay
- (12) Kennacraig – Islay
- (13) Ardrossan – Brodick
- (14) Wemyss Bay – Rothesay

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(15) Gourock – Dunoon (operated by Argyll Ferries, a CalMac subsidiary)

Isle of Man Steam Packet Company

The Isle of Man Steam Packet Company operates services between Heysham/Liverpool and Douglas; and between Douglas and Dublin/Belfast.

Free travel is granted by the Isle of Man Steam Packet Company on its services on two occasions per year to full time Active Safeguarded employees only (i.e. no Dependants). Apply on Isle of Man Steam Packet Application Form (XX16) giving at least 3 weeks' notice. Individual tickets are then issued for specific journeys. A port tax is payable locally on services leaving Douglas.

For all other Safeguarded categories, Privilege tickets are issued for return journeys only at the ordinary single fare valid three months for outward and return journeys. Privilege rate bookings must be made in advance by telephoning 01624 661661, or at the Company's office at the port of embarkation.

Wightlink Services

Travel facilities are available only to Employees who entered the service prior to 1 April 1985 and only on the services between Portsmouth Harbour and Ryde; and between Lymington and Yarmouth.

Reduced rate travel is available to all eligible Active and Retired Employees and their Dependents upon presentation of a valid undated Staff Travel Card.

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Free travel can be obtained by use of a dated Staff Travel Card (but NOT a Status Pass).

Residential travel is also granted to Employees on Wightlink services and for this purpose, the shipping company will honour Residential Passes as long as these are endorsed “via Wightlink services” if part of a through journey, or specifically (e.g. Portsmouth Harbour to Ryde) if that is the extent of the residential journey sought.

Wightlink also grants eligible Employees a 50% reduction on the standard vehicle and driver tariff which applies on the Portsmouth to Fishbourne service to single, day return and return tickets, although this is not available for commercial vehicles, caravans or trailers. All other passengers in the vehicle can travel free or at privilege rate (if eligible) or at the appropriate full fare. Tickets cannot be pre-booked and can only be purchased on the day of travel.

There are no restrictions on foot passenger services but Wightlink do not offer the concessionary vehicle arrangements during the peak summer holiday period (roughly mid July to late August) on Saturdays on sailings departing between 07.35 and 19.50 hours.

For vehicle and foot passenger bookings you can call 0333 999 7333.

Windermere Lake Cruises

Unlimited free travel is granted to all Staff Travel Card holders, including partners and child dependants.

Before boarding, a Boarding Pass must be obtained by producing a valid Staff Travel Card (no need to date a box) at the Company’s booking offices at Ambleside, Bowness or Lakeside.

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Buses

Buslink to Luton Airport

Staff Travel Cards issued to employees, partners and child dependents can be used to obtain free travel on the Shuttle Bus between Luton Airport Parkway Station and Luton Airport. There is no need to date a Staff Travel Card box.

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Section 9: Travel in London

Transport for London's (TfL) Services

You may be eligible to use your Staff Travel Card for free or priv rate travel on London Underground and some DLR services.

Retired employees and partners and child dependants are not eligible for residential travel.

Widow(ers) receive the same benefits as the employee.

Oyster is the most economical method of travelling around London, so TfL facilities are described in Oyster terms that are used and understood by TfL staff.

Break of journey is not allowed at LU stations i.e. a broken journey counts as two separate ones.

London Overground and TfL Rail are part of the national rail network for the purposes of rail staff travel.

Level of benefit	For whom	How obtained
On Inter-available routes ONLY:		
Leisure: limited free travel	SG Active SG Retired Partners and child dependants of the above	Staff Travel Card (dated) as long as it does not have endorsement 9,10 or 11.
Leisure: unlimited free travel	Senior SG Active Senior SG Retired Partners and dependants of the above	Gold Status Pass OR Silver Status Pass OR Blue Status Pass if region specified

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Level of benefit	For whom	How obtained
Residential: limited free travel	SG Active (see <i>Residential Pass London Underground limitations</i> noted below)	Residential Pass OR Included on a Privilege Season Ticket
Residential: unlimited free travel	Senior SG Active	Gold Status Pass OR Silver Status Pass OR Blue Status Pass if region specified
On Inter-available routes AND on TfL's rail only services (i.e. LU, DLR)		
Leisure: unlimited privilege rate travel	SG Active SG Retired Partners and dependants of the above	Priv All Rail or Priv All Rail N discount set on Oyster, or paper ticket purchased at NR stations only
Residential: unlimited priv rate travel	SG Active up to/incl MS4	Included on a Privilege Season Ticket and can use Priv rate pay as you go for residential journeys
On the Inter-available routes AND on ALL TfL's rail services		
Leisure only: Unlimited free travel	Spouse of SG Active graded EGU only	Oyster Status Pass
Leisure & Residential: Unlimited free travel	SG Active graded MS5 or above and based in London OR Graded EG4 or above and based anywhere	Oyster Status Pass for employee only

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How to use your facilities in London

The reciprocal exchange of travel facilities with Transport for London (TfL) allows holders of Staff Travel Cards to purchase tickets for leisure travel on London Underground (LUL) and Docklands Light Railway (DLR) services at priv rate.

If your Staff Travel Card has an endorsement of 9, 10 or 11 on the face of the card (see reverse of card for key to endorsement) you are not eligible for Privilege rate travel on LUL/DLR services.

The best and cheapest way to enjoy your leisure travel in London is to have the appropriate Priv All Rail discount set on an Oyster card so you pay Privilege rate pay as you go fares. As you touch your card on the yellow card reader on the gate at the start and end of your journey the applicable Privilege rate Oyster fare will be taken from the amount of pay as you go credit you have on the card. If you do not touch in and out at either end of your journey the maximum Oyster fare will be taken and you may be liable for a penalty fare or prosecution.

Your Oyster Card with the Priv All Rail discount set on it may also be used to travel on TfL bus services. However, the bus journey will be at the public adult fare.

To get the Priv All Rail discount set on an Oyster card, complete TfL Privilege Oyster Application Form (XX19). Once authorised by RST, take it together with your Staff Travel Card and registered Oyster card to an LUL station, where a member of staff in the booking hall will set the Privilege rate discount on your Oyster card. If your Oyster card isn't registered you can do this by creating a TfL online account at 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.

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If your Oyster card isn't registered you can still have the priv discount set on your Oyster card but if you lose it or have any queries TfL will not be able to assist.

The discount expiry date will match that on your Staff Travel Card. When you get a new Staff Travel Card, take it to an LUL station and get the Priv All Rail discount updated on your Oyster card. You do not need to contact Rail Staff Travel each year.

If you don't update your Priv discount and it expires, you will be charged the full pay as you go fare instead of a Priv fare.

You can still buy single Privilege rate tickets for travel on LUL services at National Rail stations, although these fares will be more expensive than Oyster pay as you go fares. If you're buying a ticket for travel between two stations across Zone 1, for example, you should ask for a London Terminals to Zone U1* London ticket.

You cannot buy paper tickets for travel on the DLR.

LUL and DLR Inter-available routes

The "inter-available routes" (i.e. those where both National Rail and TfL trains used to operate) are between the following points and at intermediate stations unless otherwise stated:

Metropolitan, Hammersmith & City and District & Circle Lines:

- (i) Moorgate to Kings Cross;
- (ii) Baker Street¹⁴ to Watford, Chesham or Amersham, but not for alighting/boarding between Baker Street and Harrow-on-the-Hill;

¹⁴ Gold Status Passes additionally valid from Euston Square

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- (iii) Paddington to Notting Hill Gate - Circle Line, for through journeys between Paddington and East Acton or westwards but not for alighting/boarding in between or at Notting Hill Gate;
- (iv) Paddington (Suburban) to Hammersmith (H&C);
- (v) Tower Hill to Upminster (except at Aldgate East);
- (vi) Putney Bridge to Wimbledon;
- (vii) Turnham Green to Richmond;
- (viii) Earl's Court to Kensington (Olympia)

Northern Line:

Moorgate to Mill Hill East or High Barnet via Archway, but not for alighting/boarding between Kings Cross and Highgate, except at Kentish Town

Central Line:

- (i) Liverpool Street to Epping or Hainault, via Woodford or Newbury Park.
- (ii) Ealing Broadway or West Ruislip to White City and in the case of through journeys between East Acton or westwards and Paddington; also between White City and Notting Hill Gate, but not for alighting/boarding between White City and Notting Hill Gate or at Notting Hill Gate

Bakerloo Line:

Paddington to Harrow & Wealdstone

Jubilee Line:

Stratford to Canning Town

Piccadilly Line:

Finsbury Park to Kings Cross but not for alighting/boarding in between

Victoria Line:

Finsbury Park or Highbury & Islington to Kings Cross

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Waterloo and City:

Waterloo to Bank

Docklands Light Railway:

Tower Gateway to Limehouse

Residential Pass London Underground limitations

Residential Passes (made out with appropriate availability) for active staff only are also valid on the above lines BUT with the exception of:

Hammersmith & City Line:

Valid only between Paddington (Suburban) and Westbourne Park and not valid at Royal Oak.

District Line

Valid between Tower Hill and Upminster but not for alighting/boarding between Tower Hill and Bow Road, except at Aldgate East when shown on the pass.

Northern Line

Not valid between Moorgate and Kings Cross or at Kentish Town

Central Line

Not valid at Bethnal Green or Mile End or between Ealing Broadway and North Acton

London Underground Privilege Season Tickets

London Underground only issue Privilege Season Tickets on Oyster. Before you can buy a Privilege rate season ticket, you will need to get the 'Priv All Rail' discount set on your registered Oyster card. If your Oyster card isn't

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registered you can do this by creating a TfL online account at oyster.tfl.gov.uk/oyster.

Applications for Privilege Season Tickets should be made by completing Employee Residential Travel form (XX01) or Dependant Season Ticket Form (XX31) from the RST website www.raildeliverygroup.com/rst and submitted to RST. Once approved, RST will send you the authorised Privilege Season Ticket form. You will then be able to buy your zonal Privilege Season Ticket from ticket machines at London Underground stations.

To buy the Privilege Season ticket yourself, the expiry date of the All Rail discount must be after the expiry date of your Privilege Season ticket.

If the Privilege Season ticket expires after the 'Priv All Rail' discount expires, then you will need a member of LU staff to extend the expiry date of your 'Priv All Rail' discount before you can buy the Privilege rate season ticket.

If you attempt to make a journey after the expiry date of the Privilege 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 Oyster fare (if the privilege discount entitlement is still valid). 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.

National Rail Services in the Oyster area

You can use a dated box on your Staff Travel Card, or a Status Pass for free travel on National Rail services.

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If you want to use your Staff Travel Card to travel at Priv rate you can either buy a paper ticket or use an Oyster card. To use an Oyster card, just take your Staff Travel card to one of the following National Rail station ticket offices and ask for the NR only Priv discount to be set on the Oyster card.

Please note that if you have a Priv All Rail discount already on the Oyster card then you should use a different Oyster card for this.

C2c:

Barking	Limehouse
Fenchurch Street London	Upminster

Greater Anglia:

Brimsdown	Rye House
Broxbourne	Shenfield
Cheshunt	St Margarets (Hertfordshire)
Enfield Lock	Tottenham Hale
Hertford East	Waltham Cross
London Liverpool Street	Ware

Govia Thameslink Railway:

East Croydon	Essex Road
London Victoria	Farringdon
London Blackfriars	Finsbury Park
City Thameslink	Gatwick Airport
Drayton Park	London St Pancras

London Overground:

Acton Central	Bruce Grove
Anerley	Bush Hill Park
Brockley	Bushey
Brondesbury Park	

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Caledonian Road &
Barnsbury
Camden Road London
Canonbury
Carpenders Park
Chingford
Clapton
Crystal Palace
Dalston Junction
Dalston Kingsland
Edmonton Green
Enfield Town
Finchley Road & Frognal
Forest Hill
Gospel Oak
Hackney Central
Hackney Downs
Hackney Wick
Haggerston
Hampstead Heath
Hatch End
Headstone Lane
Highams Park
Homerton
Honor Oak Park
Hoxton
Imperial Wharf
Kensal Rise

Kensington Olympia
Kentish Town West
Kilburn High Road
New Cross Gate London
Norwood Junction
Penge West
Rectory Road
Rotherhithe
Shadwell
Shepherds Bush
Shoreditch High Street
Silver Street
South Acton
South Hampstead
Southbury
St James Street
Stoke Newington
Surrey Quays
Sydenham
Turkey Street
Walthamstow Central
Wapping
Watford High Street
West Croydon
West Hampstead
Willesden Junction
Wood Street

TfL Rail:

Abbey Wood
Acton Main Line
Brentwood
Chadwell Heath

Ealing Broadway
Forest Gate
Gidea Park
Goodmayes

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Hanwell	Romford
Harold Wood	Seven Kings
Hayes & Harlington	Southall
Ilford	Stratford
Manor Park	West Drayton
Maryland	West Ealing

Services operated on the Elizabeth Line by TfL Rail are a National Rail concession and concessionary travel facilities are available.

Services operated on London Overground are a National Rail concession awarded by TfL and concessionary travel facilities are available.

On services operated by Tramlink which is owned by TfL, concessionary travel facilities are available as indicated earlier in this document.

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Section 10: Northern Ireland and the Republic of Ireland

You can use your Staff Travel Card to buy privilege rate tickets for rail travel in Northern Ireland and the Republic of Ireland.

FIP coupons can be used for free travel. See **'Travel Tips in Europe'** for more information.

If you are crossing the border on the *Enterprise* service and using FIP coupons then both NIR and CIE coupons are needed.

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Section 11: Foreign Undertakings

European (FIP) Arrangements

The **International Reduced Rate Card** (FIP Card) is for unlimited reduced rate leisure travel (i.e. buying discounted tickets) and **International Coupons** (FIP Coupons) are for limited free leisure travel.

FIP free and reduced rate travel facilities **may only be used for leisure purposes. They cannot be used for residential, commuting or duty travel.**

Guidelines on getting the best out of travel in Europe can be found in the **Travel Tips for Europe** guide on the RST website.

www.raildeliverygroup.com/rst/where-can-i-go.html

Retirees and Widows

For Retired Employees to qualify for reduced rate or free FIP rail travel, you must still be eligible to receive National leisure rail staff travel facilities on the National Rail network and must also have been:

If retired <u>before</u> 1 January 1982	At least 55 years old when retiring; or Below 55 years of age and taking ill-health retirement or redundancy but having completed 20 years' continuous service
If retired <u>after</u> 1 January 1982	Eligible for FIP facilities for at least 10 years of active service; or Prematurely retired as a result of an accident at work, but eligible for FIP facilities at that point

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On retirement there are two further opportunities to obtain FIP coupons available to active employees.

- From the date of your retirement, you have 9 months to apply for any coupons not already issued from your last annual allocation. Each coupon issued must be used within 3 months.
- From the date of your retirement, you have 45 months to apply for one additional free coupon on each participating FIP undertaking. Each coupon issued must be used within 3 months.

Many carriers do not offer free travel to retired employees. There is a separate table later in this document showing the facilities available to retired employees.

Different qualifying criteria apply to Widow(ers). Please contact RST.

General

There are a number of open access and franchised carriers in countries which were previously covered by a single national carrier. FIP facilities are carrier specific and care must be taken by FIP facilities holders to ensure that the carrier accepts the FIP facilities held.

The class of travel allowed by FIP carriers is the same as that granted to an employee on National Rail.

On FIP carriers, it is usually possible to upgrade from 2nd Class to 1st Class where the difference in the public fare between 2nd and 1st class is paid for in advance. It is an offence for an employee holding 2nd class facilities to travel 1st class unless the difference in fare has been paid prior to travel.

Business class is often not available to FIP 1st or 2nd class facilities holders.

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Restrictions are imposed by FIP carriers from time to time and details are circulated and can be found in www.raildeliverygroup.com/rst/where-can-i-go.html

Supplements and seat reservations are payable on many express, long distance or cross-border services, particularly ICE and TGV. Some carriers do not permit supplements to be purchased on board the train, unless departing from a station where the ticket office is not staffed.

Free Travel

Free travel is granted usually once a year on most FIP carriers to all Active employees and on some carriers to Retired Employees, and also to partners and child dependants (see table below for details).

FIP International Free Coupons that are issued must be in the same name as your passport and you must have this with you when traveling.

Coupons are valid for a maximum period of 3 months from date of issue. To travel before 31 March of the next year out of this year's quota, you must apply before 17 December by e-mail or post, and clearly mark on the form that you want the coupons taken from the current year's quota.

Apply online on the International Coupon Application Form (XX09b for employee travel only or XX09c for employees , partners and child dependants)) –at

www.raildeliverygroup.com/rst/forms.html#international You must apply a minimum of 3 weeks before your intended date of travel.

Coupons are issued as a batch for the journey requested. An FIP regulation states that if a coupon has been part-used on a carrier adjoining or bordering the country of issue, it may not be used again for any further journeys on this carrier after the return journey has been made to the country of issue. The definition of the carrier adjoining or bordering Britain

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is EIL (Eurostar), StL (Stena Line – North Sea) and SLL (Stena Line – Irish Sea).

Part-used coupons for non-adjoining countries may therefore still be used up. Unused coupons may still be used for another journey as long as the overall period of validity has not been exceeded.

All FIP carriers listed below grant unlimited reduced rate leisure travel for all FIP card holders. The table shows the number of coupons per calendar year available for Active and Retired Employees and Dependants. (in this context dependants refers to both partners and dependant children).

Carrier	Location	Active Employees and:	Retired Employees and:
Attica Ferries (<i>Superfast Ferries and Blue Star Ferries</i>)	Adriatic and Aegean seas	Nil	Nil
BDZ - Balgarski darzhavni zheleznitsi (<i>Bulgarian State Railways</i>)	Bulgaria	1, and 1 for each eligible Dependant	Nil
BLS AG	Switzerland	1, and 1 for each eligible Dependant	Nil
BSB-VSU Bodensee-Schiffsbetriebe (<i>Lake Constance Ships</i>)	Austria, Switzerland, Germany	1 (employee only)	Nil
ČD - České dráhy (<i>Czech Railways</i>)	Czech Republic	1 (employee only)	Nil
CFL - Société nationale des chemins de fer luxembourgeois (<i>National Railway Company of Luxembourg</i>)	Luxembourg	1, and 1 for each eligible Dependant	1, and 1 for each eligible Dependant
CFR - Căile Ferate Române (<i>Romanian Railways</i>)	Romania	1 (employee only)	Nil

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Carrier	Location	Active Employees and:	Retired Employees and:
CIÉ - Córas Iompair Éireann (Irish Transport System)	Republic of Ireland	2, and 2 for each eligible Dependant	1, and 1 for each eligible Dependant
CP - Comboios de Portugal (Railways of Portugal)	Portugal	1 (employee only)	Nil
DB - Deutsche Bahn AG (German Railways)	Germany	1 (employee only)	Nil
DSB - Danske Statsbaner (Danish State Railways)	Denmark	1 (employee only)	Nil
EIL - Eurostar International	GB, France, Belgium, Netherlands	Nil	Nil
FS - Ferrovie dello Stato Italiane (Italian State Railways)	Italy	1, and 1 for each eligible Dependant	1, and 1 for each eligible Dependant
GYSEV - Győr-Sopron-Ebenfurti Vasút (Győr-Sopron-Ebenfurti Railway) ¹⁵	Austria, Hungary	1 (employee only)	Nil
HŽ - Hrvatske željeznice (Croatian Railways)	Croatia	1 (employee only)	Nil
KD - Koleje Dolnośląskie (Lower Silesian Railways)	Poland	1 (employee only)	Nil
KŚ - Koleje Śląskie (Silesian Railways)	Poland	1 (employee only)	Nil
KW - Koleje Wielkopolskie (Greater Poland Railways)	Poland	1 (employee only)	Nil
MAV - Magyar Államvasutak (Hungarian National Railways)	Hungary	1 (employee only)	Nil
MŽ-T - Makedonski Železnici Transport (Macedonian Passenger Railways)	Macedonia	1 (employee only)	Nil

¹⁵ Also known as *Raaberbahn*.

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Carrier	Location	Active Employees and:	Retired Employees and:
NIR - Northern Ireland Railways	Northern Ireland	2, and 2 for each eligible Dependant	1, and 1 for each eligible Dependant
NS - Nederlandse Spoorwegen (<i>Netherlands Railways</i>)	Netherlands	2, and 2 for each eligible Dependant	1, and 1 for each eligible Dependant
NSB - Vy (formerly <i>Norwegian State Railways</i>).	Norway	1 (employee only)	Nil
ÖBB - Österreichische Bundesbahnen (<i>Austrian Federal Railways</i>)	Austria	1, and 1 for each eligible Dependant	1 (Retired Employee only)
PKP - Polskie Koleje Państwowe (<i>Polish State Railways</i>)	Poland	1 (employee only)	Nil
RENFE - Red Nacional de los Ferrocarriles Españoles (<i>National Network of Spanish Railways</i>)	Spain	1 (employee only)	Nil
SBB – CFF - Schweizerische Bundesbahnen (<i>Swiss Federal Railways</i>)	Switzerland	1 (employee only)	Nil
SNCB - Société nationale des chemins de fer belges (<i>National Railway Company of Belgium</i>)	Belgium	2, and 2 for each eligible Dependant	1, and 1 for each eligible Dependant
SNCF - Société nationale des chemins de fer français (<i>National Railway Company of France</i>)	France	2, and 2 for each eligible Dependant	Nil
SP - Schweizer Privatbahnen (<i>Swiss Private Railways</i>)	Switzerland	1 (employee only)	Nil
StL - Stena Line BV ¹⁶	North Sea	2, and 2 for each eligible Dependant	1, and 1 for each eligible Dependant

¹⁶ Stena Line BV free travel for one return journey – present an FIP coupon + Port Tax ticket + Environmental Charge. Reduced rate tickets available at ports only. Advance reservations mandatory – phone 01255 202352

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Carrier	Location	Active Employees and:	Retired Employees and:
SV - Srbija Voz (Serbian Railways)	Serbia	1 (employee only)	Nil
SŽ - Slovenske železnice (Slovenian Railways)	Slovenia	1 (employee only)	Nil
THI - THI Factory (Thalys)	France, Belgium, Germany	Nil	Nil
Train OSE - ΤραίνΟΣΕ	Greece	1, and 1 for each eligible Dependant	1, and 1 for each eligible Dependant
VR - VR-Group Ltd	Finland	1 (employee only)	Nil
ŽFBH - Željeznice Federacije Bosne i Hercegovine (Railways of the Federation of Bosnia and Herzegovina)	Bosnia-Herzegovina	Nil	Nil
ŽPCG - Željeznički prevoz Crne Gore (Railway Transport of Montenegro)	Montenegro	1 (employee only)	Nil
ŽRS - Željeznice Republike Srpske (Republika Srpska Railways)	Bosnia-Herzegovina	1 (employee only)	Nil
ŽSR - Železnice Slovenskej republiky (Railways of the Slovak Republic)	Slovakia	1 (employee only)	Nil

Reduced rate travel - FIP Cards

International Reduced Rate (FIP) Cards are valid for two calendar years. They are only valid for travel in conjunction with the Passport of the holder, and must be presented to purchase discounted tickets, and also when discounted tickets are inspected. The name on the passport must match that on the International Reduced Rate Card.

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For a new International Reduced Rate Card, apply on the FIP Card Request Form (XX09a) on the Forms page of the RST website -

www.raildeliverygroup.com/rst/forms.html#international

Booking reduced rate tickets or obtaining reservations for free travel

To obtain reduced rate tickets, seat, couchette, sleeper reservations and supplements from the UK, you can contact International Rail.

Bookings can be made as early as 6 months, or as late as 21 days, prior to travel. If your journey has more than two legs, you must email International Rail rather than phoning them.

W: www.bookmyrst.co.uk/

T: 0333 003 0423 (charged as a local call within UK)

E: sales@bookmyrst.co.uk

You can also make bookings for journeys involving any of the following:

- When using International Coupons for free travel on services but additionally requiring reservations or paying mandatory supplements, or using an FIP card for discounted journeys
- Eurostar* London to Lille/Paris/Brussels/Amsterdam
- Lyria* TGV services between France and Switzerland
- Thalys* services (operated by THI Factory) between France, Belgium, the Netherlands and Germany
- Thello* day and night services between France and Italy
- AVE** internal services within Spain
- TALGO* services within Spain and between Spain and Portugal
- RENFE services within Spain and between Spain and Portugal
- ALLEO* services between Paris and cities in Germany

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* FIP Leisure Fares include travel ticket and seating/overnight accommodation. International Coupon Tickets are not valid.

** special FIP Leisure Fares which include travel ticket and reservation are payable by holders of International Coupon tickets and International Reduced Rate Cards.

When booking please have your International Reduced Rate Card and debit/credit card details ready.

Non-FIP European Arrangements (Active Staff only)

Free and half-rate travel is granted on the Arth-Rigi Railway in Switzerland to active employees, partners and child dependants.

Apply at least six weeks before travel using Non-FIP Travel Request form XX09d on the RST website at www.raildeliverygroup.com/rst/forms.html

Non-European Arrangements

Some non-European administrations offer travel facilities to Active and Retired Staff and dependants provided they have not taken up permanent residence in the country for which travel facilities are required.

Unless otherwise stated, dependants usually comprise legally married spouses and children.¹⁷ These facilities are NOT granted to widow(ers) and their dependent children.

¹⁷ RST will issue facilities for all dependants. However, specific carriers may not accept unmarried spouses, or those of the same gender.

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Reduced rate tickets are usually only available from ticket offices in advance of travel and not normally on-board trains. All administrations offer the ½ rate reduction off the full public fare unless otherwise stated. Reductions may not apply to other discounted ticket types. Apply a minimum of ten weeks before travel using Non-FIP Travel Request form XX09d on the RST website at www.raildeliverygroup.com/rst/forms.html

RST cannot guarantee that a letter of introduction will result in any concessions. This should be borne in mind when booking your trip.

Country – Railway ¹⁸	For active staff, partners and dependant children	For retired staff, partners and dependant children
America – Amtrak ¹⁹	½ rate ²⁰	None
Australia – New South Wales Railways only ²¹	½ rate	½ rate

¹⁸ Algeria was removed from the list in 2019 as they confirmed they no longer offer the 50% discount. Lebanon, Iran, Iraq, and Syria were removed from this list in 2019 as these administrations do not acknowledge the continued existence of the bi-lateral agreement. Egypt was removed in 2020 for the same reason.

¹⁹ A valid passport must be presented to purchase tickets and reservations, and also on board for ticket inspection. Reservations must be made at least 24 hours before the scheduled departure time at an open Amtrak ticket office or calling 800-872-7245. Reduced rate fares are not available on *Acela Express* services, *Thruway* services in the 7000-8000 series or *Thruway* services in Oregon. (RST Ref: 90-083-001/D7530INC). Persons eligible for reduced-rate fares are not entitled to refunds for the fare difference if they book as revenue passengers rather than using the Reduced-Rate Travel Authorisation Card.

²⁰ Domestic partners (same sex and opposite sex) and same sex spouses may travel with eligible employees. Dependent children aged 19 – 23 must be verified full time students to travel with the employee at discounted rates. (RST Ref: 90-083-001/D7529INC).

Rail Staff Travel Guide for Safeguarded staff

Country – Railway ¹⁸	For active staff, partners and dependant children	For retired staff, partners and dependant children
India – IR	½ rate, either 1 st or 2 nd class	½ rate, either 1 st or 2 nd class
Israel – IR	1 free journey (employee only) ½ rate	None
Morocco – ONCF	½ rate	½ rate
South Africa – PRA SA	½ rate	½ rate
Tunisia – SNCFT	½ rate	½ rate
Turkey – TCDD ²²	1 free journey (employee only) ½ rate	None
Zimbabwe – NRZ	½ rate	½ rate

The method of delivering the concession on these Non-European undertakings varies and may be a pass, a ticket or a Letter of Introduction, and in most cases full journey details should be supplied.

²¹ *NSW TrainLink*. Discounted fares not available in the Sydney metro area (the area bounded by Dungog, Scone, Lithgow, Wollongong and Goulburn). (RST Ref: 90-084-001/D6913INC). Domestic partners are accepted irrespective of marital status or gender (RST Ref: 90-081-001/D7583INC)

²² Husbands of female employees are not eligible for any reduction in Turkey.