

# A GUIDE TO THE TRAVEL FACILITIES GRANTED TO RETIRED 'SAFEGUARDED' EMPLOYEES

The information contained in this guide sets out the main travel facilities entitlements for retired safeguarded staff and their eligible dependants (including widow/ers). For more information please contact with the office which administers your travel facilities. In most cases this will be:

rpm  
Travel Facilities Section  
P.O. Box 125  
DARLINGTON  
Co. Durham DL3 6UX  
Tel: 0800 2343434  
Fax: 01325 343090  
e-mail: [travel@rpm.co.uk](mailto:travel@rpm.co.uk)

If you are in receipt of a railway pension, twice a year you should receive a magazine called **Penfriend**, which will keep you abreast of any additions or changes to your travel facilities entitlements.

Please note that it is not the intention that the contents of this guide be read by employees who retired from the service of earlier privatised railway organisations (e.g. NFC, Travellers Fare, and BT Hotels) as some of the entitlements described are not available to these groups of staff. Retired employees of such organisations should contact the office, which administers their travel facilities for further information on their entitlements. (see [Contacts](#))

## **Introduction**

The purpose of this guide is to provide a basic outline of the principal features of the travel facilities and concessions that are available to you. It is not possible, however, to provide comprehensive or up to the minute details of all travel concessions; this guide should not be regarded, therefore, as definitive. However, information on special offers is available on [News & Offers](#). Further information may be obtained from the Pensions Management travel facilities administration point.

## **General**

Retired employees to whom travel facilities are issued for themselves and their families are responsible for their proper use. Such employees also have absolute discretion as to whether they allow their dependants to enjoy these facilities. Any person who is found to improperly use a travel document, transfers or causes to be transferred such a document, or attempts to do so, will be liable to prosecution, withdrawal of travel facilities.

## **TRAVEL FACILITIES ON NATIONAL RAIL**

### **Leisure Travel**

The annual quota of free travel using Staff Travel Cards granted to retired employees for leisure purposes on National Rail under standard conditions is as follows:

|   | <u>Employees below<br/>MS1(or equivalent)</u> | <u>MS1(or equivalent)<br/>or above</u> |
|---|---|--|
| Less than 10 years' service at retirement | 10 occasions                                  | 14 occasions                           |
| 10 years or more service at retirement    | 16 occasions                                  | 20 occasions                           |

The same quota of free travel is granted to the partner of a retired employee.

Dependent unmarried children of retired employees are also granted travel facilities subject to certain conditions, which include:

- they are either living with the retired employee or temporarily resident away from home for school or advanced education purposes.
- they are under age 25 years and earning below a set scale.
- they are permanent invalids, irrespective of age, who have never been able to follow any employment and are eligible for state benefits.

Retired employees who were employed part-time for 15 hours or more per week are granted free travel on a pro-rata basis.

Rail travel for leisure purposes is normally standard class. Staff who were graded at MS4 (or equivalent) or above at retirement may be granted unlimited first class leisure travel in the form of an All Stations National Rail "Status" Pass. The issue of these passes is subject to a specific quota, which is allocated to their former employer.

### **Staff Travel Documentation**

Where a retired employee, partner or dependent child undertakes leisure travel, there is no requirement that a Staff Travel Card is supported by a Photo Identity Card.

The use of Staff Travel Cards/Status Passes for free travel is subject to restrictions on certain rail and shipping services, details of which are circulated from twice a year in [Staff Travel Restrictions](#).

A retired employee, partner or dependant using a Staff Travel Card for free rail travel purposes must complete a box on the card with the appropriate date. If the person concerned travels with an undated box

the ticket examiner/inspector will cross out the next available box as a penalty and request the Staff Travel Card holder to complete the next box. If the card is wrongly dated the same procedure will be followed. Alteration of dates already inserted is not permitted.

Staff Travel Cards may be used to purchase privilege rate tickets (one quarter of the full public fare is charged) on National Rail for leisure travel. Privilege rate travel facilities are available also on the London Underground and certain other railway administrations.

Staff Travel Cards are valid from 1 April of one year until 30 June of the next year. New cards will be sent out to home addresses towards the end of March each year. If employees wish to use occasions of free travel between 1 April and 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 after 30 June.

### **Loss of Staff Travel Documentation**

In the event that Staff Travel Cards, Status Passes or any other travel document are lost, mutilated or dilapidated, charges for replacement documents are payable by the retired employee. Such charges may be waived, however, if loss is occasioned by theft, robbery or fire, subject to evidence of the facts being produced from the relevant police or fire service authorities.

For the first replacement of a Staff Travel Card unused occasions of free travel are allotted to the individual on a pro rata basis; details will be made available when the loss is reported to the Pensions Management travel facilities administration point. For a second occurrence of loss of Staff Travel Card in the relevant year a replacement card will only allow privilege rate travel.

In the case of lost travel documentation a reward may be paid to the finder of a Staff Travel Card or Status Pass.

### **TRAVEL FACILITIES ON OTHER UK UNDERTAKINGS**

Leisure travel facilities are also granted to retired safeguarded staff on other UK transport undertakings. These undertakings are listed below. It should be noted that unless stated otherwise reduced rate travel only is available.

#### **Rail**

##### **Bala Lake Railway**

##### **Bodmin & Wenford Railway**

##### **Brecon Mountain Railway (Including Vale of Rheidol)**

## **Bure Valley Railway**

## **Colne Valley Railway**

## **Crich Tramway Village - Home of the National Tramway Museum**

## **Croydon Tramlink**

Unlimited free leisure travel is granted on all Croydon Tramlink services. To obtain this, retired staff and their eligible dependants need only to show their Staff Travel Card. There is no necessity to date a box on the Staff Travel Card to travel.

## **Docklands Light Railway**

See London Underground below

## **East Lancashire Railway**

## **Embsay Steam Railway**

## **Eurostar Services (Operated jointly by Eurostar (UK) Ltd, the SNCF and the SNCB)**

Special rate tickets are available on Eurostar services between London/Ashford and Lille/Paris/Brussels/Avignon. Tickets and reservations are obtainable on presentation of an International Reduced Rate Card or Staff Travel Card. If the latter is used the Card should be carried on the journey (a box does not need dating). Although tickets can be purchased on the day of travel at the stations served, it is advisable to obtain tickets in advance, using booking form [RSTL 6544](#). The charges made for these tickets are to cover the Eurotunnel Toll, the reservation administration fee and (in the case of first class travel) the cost of the 'at seat' meal. Reservations on Eurostar services are compulsory.

Normally only those staff who are entitled to first class travel facilities can use this class of accommodation on Eurostar services but holders of standard/second class staff travel documentation can under certain circumstances upgrade to first class. This cannot be done at the time of making advanced reservations but may be undertaken on the day of travel at Eurostar stations or on board. Staff who upgrade in this way are not guaranteed a meal and may have to move if a late booking means that their new seat is required by a first class non-staff paying customer.

## **Festiniog Railway (includes Welsh Highland Railway, Caernarfon)**

Privilege tickets are issued for return journeys only. The issue of privilege tickets is subject to accommodation being available. In place of second class accommodation, the Railway provides third class accommodation.

## **Great Central Railway**

## **Heathrow Express**

Privilege tickets may be purchased from the Heathrow Express booking offices at Heathrow and Paddington.

## **Isle of Wight Railway**

## **Kent and East Sussex Railway**

## **Lakeside and Haverthwaite Railway**

## **Llanberis Lake Railway**

## **London Underground**

Not more than one privilege ticket can be purchased for one individual at any one time. Break of journey is not allowed at London Underground stations. Privilege travel is also granted on Docklands Light Railway. Additionally, 'pay as you go' Oyster arrangements are available at privilege rate. Full details of the facility are contained on the application form [RSTL 5002](#).

Staff Travel Cards (dated appropriately), All Stations National Rail "Status" Passes and Regional Status Passes (as appropriate) are valid for free travel on London Underground/Docklands Light Railway as specified below:

### **Metropolitan, Hammersmith & City and District & Circle Lines:**

- (i) Moorgate and Kings Cross;
- (ii) Baker Street\* and Watford, Chesham or Amersham, but not intermediately between Baker Street and Harrow-on-the-Hill; (\*Gold Status Passes additionally valid from Euston Square)
- (iii) Paddington and Notting Hill Gate - Circle Line, for through journeys between Paddington and East Acton or westwards but not intermediately or at Notting Hill Gate;
- (iv) Paddington (Suburban) and Hammersmith (H&C);
- (v) Shoreditch and New Cross or New Cross Gate;
- (vi) Tower Hill and Upminster (except Aldgate East);
- (vii) Putney Bridge and Wimbledon;
- (viii) Turnham Green and Richmond;
- (ix) Earl's Court and Kensington (Olympia).

### **Northern Line:**

Moorgate to Mill Hill East or High Barnet via Archway, but not intermediately Kings Cross to Highgate, except Kentish Town

**Central Line:**

- (i) Liverpool Street and Epping or Hainault, via Woodford or Newbury Park.
- (ii) Ealing Broadway or West Ruislip and 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 intermediately between White City and Notting Hill Gate or at Notting Hill Gate.

**Bakerloo Line:**

Paddington and Harrow & Wealdstone.

**Jubilee Line:**

Stratford to Canning Town

**Piccadilly Line:**

Finsbury Park and Kings Cross but not intermediately.

**Victoria Line:**

Finsbury Park, Highbury & Islington and Kings Cross.

**Waterloo and City:**

Waterloo and Bank.

**Docklands Light Railway:**

Tower Gateway and Limehouse.

**Mid-Hants Railway (Watercress Line)****North Norfolk Railway****North Yorkshire Moors Railway****Paignton & Dartmouth Steam Railway****Ravenglass and Eskdale Railway**

Privilege tickets are not sold for services operated on Bank Holidays. The issue of privilege tickets is subject to accommodation being available. Privilege tickets are issued only at Ravenglass Booking Office.

**Romney, Hythe and Dymchurch Light Railway**

Privilege tickets are issued for return journeys only.

**Severn Valley Railway****Snowdon Mountain Railway**

Privilege tickets are issued for return journeys only.

**South Devon Railway****Strathspey Railway****Swanage Railway**

## **Talylyn Railway**

## **Tyne & Wear Metro**

Free leisure travel is granted and privilege tickets are issued only to retired staff who entered employment prior to 11 August 1980. To obtain free travel those eligible must use their appropriately dated Staff Travel Card. Only SINGLE privilege tickets are available and to obtain these, eligible staff should press the CHILD fare button on ticket issuing machines. When travelling they should carry their Staff Travel Card with them to support the ticket.

On Tyne & Wear Metro's Heworth to Sunderland service the same ticketing arrangements apply. However, exceptionally, they apply also to retired safeguarded staff who entered employment on or after 11 August 1980.

## **West Coast Railway Company**

The West Coast Railway Company operates steam hauled main line charter trains on routes such as the Settle to Carlisle line and a daily return service between Fort William and Mallaig from June to September. Staff can travel on these services at a privilege rate of a quarter of the published price.

## **West Somerset Railway**

### **Shipping**

#### **P&O Ferries (Dover/Calais)**

Staff Travel Cards issued to retired employees and their dependants are recognised by P&O Ferries (Dover/Calais) There is no requirement to date a box on the Staff Travel Card to travel on these services, but Port Tax tickets must be obtained in advance and must be presented at the embarkation port. To obtain a port tax ticket and booking, a Concessionary Travel Application form [RSTL 90020](#) must be completed and sent together with a photocopy of the retired employees' Staff Travel Card to:

Staff Travel Administrator  
P&O Ferries (Dover/Calais)  
Channel House  
Channel View Road  
Dover  
Kent CT17 9TJ  
Fax No. 0870 762 5425  
Tel No. 0871 664 8005  
Email to: [RTS.supportgroup@poferries.com](mailto:RTS.supportgroup@poferries.com)

P&O will then contact the individual directly. Port Tax tickets are not required for children under 4 years of age.

It is recommended that bookings are made at least two weeks in advance of first day of travel.

P&O Ferries (Dover/Calais) also offers a concessionary arrangement for the conveyance of vehicles. Currently the offer is 20% off the normal brochure prices for return trips of 5 days or more. Reductions are also available for trips of a shorter duration. Booking arrangements are the same as set out in the opening paragraph.

### **Stena Line Irish Services**

Staff Travel Cards issued to retired staff and their dependants are recognised by Stena Line for free travel on its services to Eire and Northern Ireland. There is no requirement to date a box on the Staff Travel Card to travel on these services, but Port Tax tickets must be obtained in advance and must be presented at the embarkation port. These are available from Stena Line's Central Concession Team whose telephone number is 0844 847 1471. This office will ask the applicant to fax them a copy of the employees' Photo Identity Card (where appropriate) and Staff Travel Card to 01407 606811 as confirmation of eligibility. Port Tax tickets are not required for children under 4 years of age.

Stena Line also offers a concessionary arrangement for the conveyance of vehicles. Currently the offer is 50% off the normal brochure prices for return trips of 5 days or more OR 25% off the price of trips of a shorter duration. Booking arrangements are the same as set out in the opening paragraph.

### **Irish Ferries**

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

Retired employees and their dependants are entitled to privilege rate travel only. Privilege tickets must be obtained at the Company's offices in Dublin, Pembroke or Cork. Privilege tickets are issued only to legally married spouses or civil partners.

### **David (formerly Caledonian) MacBrayne**

Travel facilities are available only to retired staff who entered the service prior to 1 January 1971 and only on the routes enumerated below.

Reduced rate travel facilities are available to all eligible retired staff, their legally married spouses/civil partners and dependent children on these services upon presentation of a valid undated Staff Travel Card at the

Company's booking offices (in the case of routes 11–13) and on board ship (in the case of routes 1–10).

Free travel facilities, obtained by use of a dated Staff Travel Card, are granted to all eligible retired staff, their legally married spouses/civil partners and dependent children on routes 11–13 only.

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

### **Isle of Man Steam Packet Company**

The Isle of Man Steam Packet Company operates services between Heysham/Liverpool and Douglas; Douglas and Dublin/Belfast. Privilege tickets are issued to retired employees and their dependants for return journeys only at the ordinary single fare valid three months for outward and return journeys. Privilege tickets must be obtained at the Company's office at the port of embarkation.

### **Windermere Lake Cruises**

Unlimited free travel is granted to all retired staff and their dependants.

Before boarding these services, a Boarding Pass must be obtained by producing a valid Staff Travel Card at the Company's booking offices at Ambleside, Bowness or Lakeside. There is no requirement to date a box on the Staff Travel Card to obtain this facility.

### **Wightlink Services**

Following the privatisation of Sealink UK Ltd. in 1984, only retired staff in the service prior to 1 April 1985 are eligible for travel facilities on Wightlink services (Portsmouth Harbour–Ryde and Lymington–Yarmouth). Wightlink recognises Staff Travel Cards issued to retired staff and their dependants for the purchase of privilege travel on its services. Free travel is obtainable by those eligible only by the use of a Staff Travel Card upon which a current date has been endorsed in the next available box.

Wightlink also grants eligible staff 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 are able to travel free or at privilege rate (if eligible) or at the appropriate full fare. Retired staff wishing to avail themselves of this arrangement should make a reservation in advance on 08713 761000.

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 for sailings departing between the 07.35 and 19.50 hours.

## **TRAVEL FACILITIES ON FOREIGN UNDERTAKINGS**

### **European (FIP) Arrangements**

To qualify for the following concessions retired safeguarded employees must be eligible to receive travel facilities on the National Rail network and had:

- (a) during active service been eligible to receive FIP travel facilities for at least 10 years or
- (b) prematurely retired as a result of an accident at work and was eligible for FIP travel facilities during active service.

These criteria apply to those safeguarded employees who retire after 1 January 1982. Those retiring before this date are eligible for FIP travel facilities provided they were at least 55 years of age or in the case of ill-health retirement/redundancy before this age had completed 20 years' continuous service.

Different qualifying criteria apply to widow(er)s. Further information can be obtained from the Pensions Management travel facilities administration point.

Reduced rate rail travel is granted by administrations under the FIP arrangements to retired employees and to their bone fide partners and dependent children. An International Reduced Rate Card is issued for this purpose.

On certain FIP administrations free travel is granted (one coupon a year) to retired staff and in some cases to their bone fide partners and dependent children (see table below for details). International Free Coupon Tickets are issued for this purpose.

The class of travel allowed by other railway administrations is the same as that granted to an employee on National Rail. Unlike travel on National Rail where upgrading is not permitted, this practice is allowed on FIP journeys

as long as the difference in the public fare between second and first class for the journey being undertaken is paid for in advance. It is an offence for an employee entitled to second class facilities to travel first class unless the difference in fare has been paid prior to travel. Any cases that are reported may result in withdrawal of travel concessions.

Restrictions are imposed on FIP undertakings from time to time and details can be found in [Staff Travel Restrictions](#). Supplements are payable on many express services, particularly InterCity Express (ICE) and Trans à Grande Vitesse (TGV). It is normally more expensive to purchase supplements on trains as opposed to those obtained from the booking/travel office.

If a spouse or child is issued with an International free coupon ticket to travel without the employee, it counts against the retired employee's quota.

Requests for travel documentation should be made to the travel facilities administration point, using the following forms: -

|                                   |   |
|-----------------------------------|---|
| International Reduced Rate Card   | Form <a href="#">RSTL 7108-5</a><br>(6 weeks notice required) |
| International Free Coupon Tickets | Form <a href="#">RSTL 4569-3</a><br>(6 weeks notice required) |

### **Reduced rate travel**

Reduced rate tickets, seat, couchette and sleeper reservations and bookings may be obtained by postal application up to 6 months in advance on form [RSTL 6544](#) addressed to:

IPTIS, Deutsche Bahn UK Booking Centre, PO Box 687A, SURBITON, Surrey KT6 6UB

As an added convenience you will be pleased to note it is possible to make staff bookings by telephone for journeys involving any of the following:

- Eurostar – London to Lille/Paris/Brussels
- Travel on SNCF trains within France and DB AG trains within Germany using International Coupons for free travel (requiring reservations/TGV supplements only) or using an FIP card for discounted journeys
- Lyria\* TGV services between France and Switzerland
- Thalys\* services between France/Belgium and the Netherlands and Germany
- Artesia\* day and night services between France and Italy
- Elipsos\* trainhotel overnight services between France and Spain
- AVE\*\* internal services within Spain
- TALGO\* internal services within Spain and between Spain and Portugal

- RENFE internal services within Spain and services between Spain and Portugal.

Please note:

On services marked \* the operators grant FIP Leisure Fares which include travel ticket and seating/overnight accommodation. International Coupon Tickets are not valid.

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

To book, please call 08444 99 71 71. Have your International Reduced Rate Card and debit/credit card details ready (no other method of payment can be used for telephone bookings). Alternatively requests can be made by fax on 08718 80 80 65 or by email to [railstaff@bahn.co.uk](mailto:railstaff@bahn.co.uk)

Bookings for any other journey must be submitted on an IPTIS booking form at least 14 days before the intended date of departure.

### **Free travel**

International Free Coupon Tickets are valid for a maximum period of 3 months from date of issue. International Reduced Rate Cards are valid for 6 years subject to renewal for the year of travel. Both of these travel documents are valid only with the Passport of the traveller.

International Free Coupon Tickets are issued in the form of a booklet; once a booklet has been used and a return to Great Britain has been made the booklet cannot under any circumstances be used for a return journey. Any attempt to re-use the booklet may result in withdrawal of travel concessions.

Retired part-time safeguarded employees who were permanently and exclusively employed part-time, and are in receipt of domestic travel facilities are eligible for the same European (FIP) facilities as their full-time counterparts on the same basis as described in this section.

Administrations granting free and reduced rate travel are as follows:

| <b>COUNTRY/<br/>ADMINISTRATION</b> | <b>ELIGIBILITY FOR FREE<br/>TRAVEL</b> |
|------------------------------------|--|
| Attica Ferries                     | None, reduced rate travel only         |
| Austria(OBB)                       | Retired employee only                  |
| Belgium(SNCB)                      | All eligible family members            |
| Bern Lotschberg Simplon(BLS)       | None, reduced rate travel only         |
| Bosnia-Herzegovina (ZFBH/ZRS)      | None, reduced rate travel only         |
| Bulgaria(BDZ)                      | None, reduced rate travel only         |

|                                |                                |
|--------------------------------|--------------------------------|
| Croatia(HZ)                    | None, reduced rate travel only |
| Czech Republic(CD)             | None, reduced rate travel only |
| Denmark(DSB)                   | None, reduced rate travel only |
| Finland(VR)                    | None, reduced rate travel only |
| France(SNCF)                   | None, reduced rate travel only |
| Germany(DBAG)                  | None, reduced rate travel only |
| Greece(OSE)                    | All eligible family members *  |
| Gyor Sopron Ebenfurth(GYSEV)   | None, reduced rate travel only |
| Hungary(MAV)                   | None, reduced rate travel only |
| Italy(FS)                      | All eligible family members    |
| Lake Constance Shipping (BSB)  | None, reduced rate travel only |
| Luxembourg(CFL)                | All eligible family members    |
| Macedonia(CFARYM)              | None, reduced rate travel only |
| Montenegro(ZCG)                | None, reduced rate travel only |
| Netherlands(NS)                | All eligible family members    |
| Northern Ireland(NIR)          | All eligible family members    |
| Norway(NSB)                    | None, reduced rate travel only |
| Poland(PKP)                    | None, reduced rate travel only |
| Portugal(CP)                   | All eligible family members    |
| Romania(CFR)                   | None, reduced rate travel only |
| Serbia(ZS)                     | None, reduced rate travel only |
| Slovakia(ZSR)                  | None, reduced rate travel only |
| Slovenia(SZ)                   | None, reduced rate travel only |
| Southern Ireland(CIE)          | All eligible family members    |
| Spain(RENFE)                   | None, reduced rate travel only |
| Stena Line BV(StL)             | All eligible family members    |
| Switzerland – Federal(CFF-SBB) | None, reduced rate travel only |
| Switzerland – Private(SP)      | None, reduced rate travel only |

\* Does not apply to widow(er)s and their dependants.

### Non-European Arrangements

The following administrations grant free and/or reduced rate travel to retired employees, their legally married spouses and dependent children provided they have not taken up permanent residence in the country in which the travel facilities are required. Unless otherwise stated these facilities are not granted to widow(er)s and their dependent children.

| COUNTRY/<br>ADMINISTRATION                 | FACILITY<br>AVAILABLE | NOTES ON ELIGIBILITY  |
|--|-----------------------|---|
| Algeria                                    | 2 journeys at ½ rate  |   |
| Australia (certain<br>State Railways only) | ½ rate                |   |
| India                                      | ½ rate                | 1 <sup>st</sup> or 2 <sup>nd</sup> class travel (per<br>personal preference). |
| Morocco                                    | ½ rate                |   |
| South Africa                               | ½ rate                |   |

|          |        |   |
|----------|--------|---|
| Tunisia  | ½ rate |   |
| Zimbabwe | ½ rate | Also granted to widow/ers and their dependants. |

Requests for travel facilities on Non-European undertakings should be made to the employee's travel facilities administration point (see [Contacts](#)), using Form [RSTL 7108-6](#) (10 weeks notice required).