

## 4.8 Employee Travel Pass

**Category code: AE**

### **Background**

Under the conditions of their respective enterprise bargaining agreements, public transport employees who meet the qualifying criteria are eligible for an Employee Travel Pass.

### **Qualifying criteria**

Employee Travel Passes are provided to employees who are:

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Employee Travel Passes are provided to employees who are:

Full time employees of the franchise operator or an **associated company** or PTV employees who were already in possession of a travel pass from the former organisation (Metlink, Department of Transport and Transport Ticketing Authority), only where this entitlement continue to exist under the applicable employment instrument (enterprise agreement or individual contract).

Part-time, casual or temporary franchise employees with a tenure of 12 months or more and work three shifts or more each week

employees of non franchise companies as part of transmission of business following 29 August 1999, but only while the company continues to supply services to the public transport industry

former Public Transport Corporation (PTC) employees redeployed to State Government departments prior to 12 August 1997 (entitlement ceases when employee leaves State Government employment). A charge of 50 per cent of the cost of a Zone 1+2 Yearly myki is billed to the Department of Transport.

In all above circumstances, employees will be issued a First Class Pass as an interim pass while awaiting delivery of their myki Employee Travel Pass.

**Note (1):** Former PTC employees and redeployed franchise employees who retained their travel pass and are now employed in non-franchised companies within the public transport industry can retain their free travel entitlement provided the company pays the appropriate charge to the PTV Hub as follows:

For employees working in metropolitan Melbourne, a charge of 50 per cent of a Zone 1+2 Yearly myki applies.

For employees that live and work in regional locations, a charge of 25 per cent of a Zone 1+2 Yearly myki applies.

In all above circumstances, employees will be issued a First Class Pass as an interim pass while awaiting delivery of their myki Employee Travel Pass.

Companies are invoiced for this payment. If payment is not received after 30 days of the invoice due date, the discounted Zone 1+2 fare may be withdrawn.

**Note (2):** New employees of non-franchise companies who commenced employment after 28 August 1999 will not be entitled to a travel pass unless the non-franchise company enters into a

commercial agreement with the PTV Hub for all employees to receive a pass under their enterprise bargaining agreement.

**Note (3):** The Employee Travel Pass is not available to individual employees and can only be obtained through a Union Collective Agreement or commercial agreement made by the employer.

### **Procedure**

An e-mail requesting the issue of a travel pass is received from the human resources department of all organisations with employees eligible for an Employee Travel Pass.

Former PTC employees redeployed to State Government departments must provide a letter from the government department confirming continued employment every year.

A photograph is taken of the employee at no cost

The applicant's name and employee number are stored on cPod in preparation for the myki Employee Travel Pass.

The myki Employee Travel Pass is supplied only following the applicant's acceptance of the conditions of use of the travel pass. Employees must sign the Conditions of Issue and Use Form.

In some cases HR contacts send an EFTP pass template to the PTV Hub email address detailing employee's first name, surname, DOB and address details, a jpeg photograph of the employee and a scanned version of the myki terms of use document signed by the eligible employee.

PTV Hub staff prepare the myki request and send the myki to the employee's home address.

Documentation confirming the applicant's employment status must be scanned into cPod for audit purposes.

The myki Employee Travel Pass is an electronic smartcard. The myki Employee Travel Pass features the applicant's name, photo and company name on the front of the pass. The back of the pass is green and features the myki logo.

### **Renewals**

The myki Employee Travel Pass has an expiry date of four years which is electronically recorded on the travel pass.

A new photograph is required every ten years from the date the original photo was provided.

The PTV Hub will liaise with HR coordinators to ensure all photos are received before the ten-year expiry date.

### **Provision of new photograph**

The PTV Hub will liaise with HR coordinators to ensure all photos are received before the expiry date.

### **Storing digital photographs**

A digital photograph of the pass holder is stored on cPod and supplied to the pass manufacturer for production of the pass.

### **Travel pass delivery**

The pass manufacturer will send the pass to the applicant's home address.

**Note:** While awaiting delivery of a permanent pass, a temporary pass will be supplied for use from the employee's commencement date.

### **Improper use**

Improper use of an Employee Travel Pass may lead to severe disciplinary action and loss of privileges for a minimum of two years and / or prosecution.

### **Special conditions**

#### **Leave of absence without pay**

The Employee Travel Pass must be returned to the applicable human resources department prior to commencement of leave of absence without pay for any period in excess of four weeks and will be reissued upon return to duty. The only exception is for periods of authorised unpaid sick or injury leave accompanied by a medical certificate.

#### **Travel pass returned upon employment cessation**

The Employee Travel Pass must be returned to the PTV Hub upon employment cessation. Failure to do so may render the pass holder liable to prosecution. If an employee departs and is detected using the pass illegally, they will not receive a Retired Employee Travel Pass, should they become eligible at a later date, until they serve a mandatory two years penalty waiting period from the date of eligibility.

#### **Long service leave at half pay**

If the employee is granted long service leave, an intrastate pass may be issued but only for the amount of time owed. The length of time for which a pass is valid will not be extended if the long service leave pay is paid at half rate. Employees are to nominate the dates for which the pass is required.

#### **Interstate Free Travel Voucher**

Refer to respective Union Collective Agreement for entitlement.

#### **Entitlements for accumulated leave First Class Pass**

Employees who cease employment due to redundancy, ill health or retirement (regardless of length of service) may be granted a First Class Pass for travel on all metropolitan and regional services for them self, spouse and eligible dependents to cover all accrued entitlement including public holidays. This calculation is based on a 38 hour week.

#### **Travel entitlement**

The Travel Pass entitles the pass holder to free travel on:

train, tram and bus passenger services operating in metropolitan Melbourne;

train and bus passenger services operated by V/Line throughout regional Victoria; and

other public transport services operated under contract or service agreement with Public Transport Victoria.

On V/Line reserved services with first class seating, a seat must be reserved. Reservations are free of charge.

Free travel does not necessarily apply to CountryLink, Great Southern Railway, airport services, tourist railways, privately-run bus services and chartered trains, trams and buses. The pass holder should check with the relevant operator before booking or travelling.

### **Interstate travel**

Rail travel on all interstate passenger trains is only available per the respective union collective agreement. The company is required to set up an account with interstate providers and payment is required before the trip is undertaken.