Bus-to-Work Application Form

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| **Section A: Applicant’s details** | | | | | | |
| Title |  | First name |  | | Surname |  |
| Employee no. | |  | | Phone number | |  |
| Department | |  | | | | |
| School/Function | |  | | | | |
| E-mail address | |  | | | | |
| I understand and agree to abide by the terms and conditions attached with my Bus-to-Work application.  I agree to the cost of this ticket being deducted from my salary in 3 instalments for a 90 day pass/12 instalments for an annual pass (delete as applicable). I also understand that should I leave the University’s employment before the bus pass is repaid in full, the whole outstanding balance will become repayable immediately and that some, or all, of this amount will be deducted from my final salary.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Applications must be submitted by the 15th of the month.** Applications received after this date will be processed in the following month.  Please return the completed form to: HR Operations, Room 110, Whiteknights House, The University of Reading, PO Box 217, Reading, RG6 6AH, or e-mail [payroll@reading.ac.uk](mailto:payroll@reading.ac.uk). | | | | | | |

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| **Section B: Bus-to-Work ticket details (tick appropriate box)** | | |
| SimplyReading (90 day) | | SimplyNetwork (90 day) |
| Simply Reading (Annual) | | SimplyNetwork (Annual) |
| Start date |  | |
| Please see [www.reading-buses.co.uk/maps](http://www.reading-buses.co.uk/maps) for more information on route maps and zone boundaries. | | |

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| **Section C: HR Approval** | | | | |
| Date application received |  | Monthly deduction | | £ |
| Details entered on spreadsheet |  | |  | |
| Deduction element | Start date: | | End date: | |
| Actioned on Trent |  | Signed (HR) |  | |
| Date instructed to collect pass |  | Reminder |  | |
| Date collected |  | Signed |  | |

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| **Terms and conditions** |
| 1. The ticket must be issued to the employee named on the application form and is non-transferable. |
| 1. The period of the bus pass must not exceed the duration of the employee’s contract. |
| 1. The employee must have a guaranteed monthly salary and must have sufficient net pay to cover the monthly deduction of the bus ticket. |
| 1. The loan is repayable by deduction from net salary over 3 months for a 90 day pass, or 12 months for an Annual pass. It is not possible to extend this period of repayment. |
| 1. No further bus passes will be issued until any existing passes have been repaid in full. |
| 1. In the case of termination of employment for whatever reason (e.g. resignation, retirement, redundancy, dismissal) before the bus pass has been repaid, the outstanding balance will be recovered from the final salary payment. If there is insufficient payment to cover the sum outstanding, then payment for the difference must be made by alternative means prior to the employee’s last day of employment. By applying for the bus pass, the employee agrees to repay immediately any amount outstanding after such final salary recovery has been effected. |
| 1. The University accepts no responsibility for any losses arising from theft, loss or damage to the bus pass. In the event of a lost bus pass, it is the employee’s responsibility to arrange a replacement. The employee will be responsible for any charges applied by Reading Buses. Recoveries from salary payments will continue unabated until the bus pass has been repaid in full. |
| 1. If the bus pass is no longer required, the employee is expected to make arrangements to repay the outstanding balance of the bus pass and to seek a refund on the ticket from Reading Buses. |
| 1. The University reserves the right to withdraw this arrangement, or to add to or vary, these conditions at any time without prejudicing any agreement already in existence. |
| 1. The University and Reading Buses reserve the right to refuse bus passes to individuals at their discretion. |