# APPENDIX 5: Free Hospital Travelpass

**Office Use Only- Date Received – Stamp Here:**

Applicant Number:

Handled by (Initial):

Status:

Notes:

Free 1 Month Hospital Travelpass

To support staff to explore alternatives methods of travel the Trust will provide any employee based at the hospital with a free 1 Month bus pass, with which they can try out commuting to work by bus at The Great Western Hospital. The bus pass is just like other bus passes available in Swindon – except it costs the user nothing! Once this has expired the user is able to join the regular Hospital Travelpass scheme and save money on the cost of annual bus travel. The offer is subject to the terms and conditions below – please read these carefully before completing the application form.

## Free Hospital Travelpass Terms and Conditions

1. The offer is open to employees of any organisation represented at the site of The Great Western Hospital, including the Swindon Intermediate Care Centre, Commonhead Offices, Créche and residences provided that the areas described herein constitute their main base of work (i.e. where they spend the majority of their working time).
2. Existing members of the Hospital Travelpass scheme are not eligible to take part.
3. In order to take part existing staff must be eligible to register as a standard or priority car user on the site of The Great Western Hospital.
4. Anybody currently registered as a standard or priority car user on the site of The Great Western Hospital may take part in this offer. In order to take part they must surrender their smartcard to the Transport Administrator for the months period. They are free to resume this entitlement upon surrender/expiry of their free bus pass.
5. All successful applicants for the scheme must sign for receipt. The 1 Month Hospital Travelpass is not to be used by any other person under any circumstances.
6. Only one pass may be issued to any one person, regardless of how many concurrent or consecutive contracts of employment they may have at The Great Western Hospital site.
7. Any abuse of these terms and conditions will lead to the applicant being required to surrender their 1 Month Hospital Travelpass immediately and disciplinary action may be taken against them.
8. Taking part in the scheme will not affect the tax or national insurance status of the employee.
9. Basic personal information including name, department etc may be shared with the bus operating companies taking part in the scheme.
10. The Trust and bus operating companies reserve the right to change these terms and conditions without warning.

## Free Hospital Travelpass Application Form

#### Personal Information

Title: (Mr / Mrs / Ms / Dr / Revd/Other) (please delete as appropriate)

Name:

Department:

Telephone Extension:

Employer:

|  |
| --- |
| **Full home address**:  Postcode:  (It is essential that you provide your *full* and *correct* postcode) |
|  |
| **Declaration**  I have read and understood the terms and conditions of the Free Hospital Travelpass scheme attached to this application form. I agree to abide by the terms and conditions of this offer and understand that any abuse of these terms or the submission of false information may result in disciplinary action being taken against me. |
| Name:……………………………………………………………………………………………………… |
| Date:………………………………….. |
| Signature:…………………………………………………………………………………………………. |
| (Completion of all fields in this declaration section is required in order for the application to be processed). |

Parking Administrator

Commonhead Offices

The Great Western Hospital

Marlborough Road

Swindon SN3 6BB

**What happens next?**

Provided that you are eligible to take part in this scheme we will contact you shortly with an authorisation letter. Please be aware that the processing of applications may take several working days. All free bus passes must be collected from the cashier’s office upon presentation of your authorisation letter and you will have to sign for receipt of the bus pass, and hand in your smartcard at the same time if applicable.