

APPLICATION FOR PRIVILEGE RIDACARD

Colleague Name: _____ Payroll No: _____

Location: _____

Home address: -----

E-mail: _____

I would like to apply for a Privilege Ridacard on behalf of:

Name: _____

Address: -----

Signed: -----

Please email or hand this application form to your line manager to authorise.

Manager Name: _____ Manager Signature: _____

Once the application form is completed and authorised, the Privilege Ridacard applicant should take this form along with proof of identification to:

Waverley Bridge TravelHub (Mon-Fri 08.30-17.30) or Shandwick Place TravelHub (Mon-Fri 09.00-16.00) where the card will be issued immediately.

(To be completed by a Retail Team Leader)

I certify this application meets the required criteria.

Name: _____ Signed: _____ Date: _____

FAQs

What is a Privilege Ridacard?

The Privilege Ridacard is a heavily-discounted annual Ridacard that gives unlimited travel across Lothian's network.

How much does it cost?

The Privilege Ridacard costs **£76**. This is a huge saving of 90% on the cost of an Adult annual Ridacard.

When do I pay for the Privilege Ridacard?

The Ridacard must be paid for at the time of issue at the TravelHub.

Where can it be used?

The Privilege Ridacard works exactly like a staff Ridacard which means it is valid across our entire network – Lothian, East Coast Buses, Lothian Country, Airlink and Edinburgh Trams and night services!

Who can I gift this benefit to?

It can be purchased for 1 x family member **or** friend of a permanent colleague's choice. Each Privilege Ridacard is valid for 12 months and once expired can be renewed for the same individual or allocated to another named person.

How many passes can I apply for?

Each colleague is entitled to **one** Privilege Ridacard per 12-month period. Please do not apply for another Ridacard until the previous card expires.

Do I have to accompany the nominated person to the TravelHub?

No, as long as the individual that you are gifting the benefit to has a fully completed and signed-off form, there is no need for you to attend with them.

Can I get a refund if circumstances change?

As the Privilege Ridacard is heavily discounted, it is non-refundable.

I've changed my mind and I want someone else to get the benefit – can I cancel it and get another one?

No. The discounted travel benefit is non-transferable. You can only nominate one person to receive a Privilege Ridacard per 12-month period.

What happens if I retire?

The Privilege Ridacard will continue to be valid until it reaches its expiry date.

What if I leave the company?

If your employment with us comes to an end, your Staff Ridacard and any Privilege Ridacard should be returned to your line manager.

What if the Privilege Ridacard is lost?

A replacement card can be issued immediately at our TravelHubs located on Waverley Bridge or Shandwick Place at the cost of £3.

I want to make use of this benefit – what do I do next?

Download the application form – complete it and ask your line manager to sign it.

Once the application form is completed and authorised by your manager, the Privilege Ridacard applicant should take this form along with proof of identification e.g. passport, driving licence or a recent utility bill, to Waverley Bridge TravelHub (Mon-Fri 08.30-17.30) or Shandwick Place TravelHub (Mon-Fri 09.00-16.00) where a card will be issued immediately.

Who is eligible for this benefit?

All permanently employed colleagues across Lothian, East Coast Buses, Lothian Country, Edinburgh Bus Tours and Edinburgh Trams can use this benefit.

Is there anything else I need to know?

This is a colleague benefit. You can nominate one person to receive a Privilege Ridacard for £76. This benefit cannot be sold or transferred on to an individual for a higher amount.