



## Annual Ticket Choice

**Prices below are as quoted from the Service Providers with effect from 1<sup>st</sup> January 2017 and are subject to change**

**Please indicate your choice in the Option box below.**

	<b>Travel Pass Title</b>	<b>Travel Pass Details</b>	<b>Price</b>	<b>Option</b>
A	Annual Dublin Bus Travel wide	Valid on all Dublin Bus scheduled services including Airlink, Xpresso and Nitelink (excluding Tours, Special Events and Private Contract services).	€1,320.00	
B	Annual Commuter Rail & DART	Unlimited travel on all DART, and Dublin Commuter Rail services between Maynooth, Balbriggan, Kilcoole and Hazelhatch.	€1,460.00	
C	Annual Dublin Bus & Luas	Valid on all Dublin Bus scheduled services including Airlink, Xpresso and Nitelin (excluding Tours, Special Events & Private Contract services) and on all Luas services.	€1,590.00	
D	Annual Commuter Rail, DART & Dublin Bus	Valid on all Dublin Bus scheduled services including Airlink, Xpresso and Nitelink (excluding Tours, Special Events & Private Contract services) and all Commuter Rail/DART services between Balbriggan, Maynooth, Hazelhatch & Kilcoole.	€1,760.00	
E	Annual Commuter Rail, DART and Luas	Valid on Dublin Commuter Rail Services and DART services between Balbriggan, Maynooth, Kilcoole and Hazelhatch and both the Red and Green Luas lines.	€1,760.00	
F	Annual Commuter Rail, DART, Dublin Bus and Luas	Valid on all Dublin Commuter Rail and DART services, Dublin Bus scheduled services including Airlink, Xpresso and Nitelink (excluding Tours, Special Events & Private Contract services) between Balbriggan, Maynooth, Kilcoole and Hazelhatch, and both the Red and Green Luas lines.	€2,140.00	
G	Iarnród Éireann Rail Point-to-Point Annual Ticket	From location : _____ To location : _____ (Please specify stations - Price will depend on the point to point travel involved)  An extra €410 applies to include Luas & Bus 90/145 from Heuston Station to Connolly Station. <u>Is this required?</u>	€ _____  Yes/No €410.00  Total € _____	
H	Bus Éireann Cork Red Zone	Bus Éireann Cork Red Zone	€863.50	
I	Bus Éireann Cork Green Zone	Bus Éireann Cork Green Zone	€1,072.50	
J	Bus Éireann Galway Red Zone	Bus Éireann Galway City	€764.50	
K	Bus Éireann Limerick City	Valid on all Limerick City bus services	€764.50	
L	Bus Éireann Waterford City	Valid on all Waterford City services	€687.50	

M	Bus Éireann Point to Point Annual Ticket	From location : _____  To location : _____ (Please specify stations - Price will depend on the point to point travel involved)	€ _____	
N	Luas All Zones	Luas All Zones	€910.00	
O	Other Annual Pass issued by an Approved Transport Provider	Name of approved transport provider: _____  From location : _____  To location : _____ (Please specify locations-Price will depend on the locations)	€ _____	

Refer to <http://www.taxsaver.ie/> and <http://www.luas.ie/tax-saver-ticket-prices.html> for further information.

**The closing date for receipt of applications is Monday 06<sup>th</sup> November 2017.**

**This closing date will be strictly adhered to and no exceptions can be made.**

**Dept. of Education & Skills Travel Pass Scheme 2018  
Authorisation Form**

In respect of Option \_\_\_\_\_ above, I wish to sacrifice or forego the charge in respect of the cost of the above option from my annual salary in lieu of the provision of this annual travel pass from the Department of Education and Skills. I realise that this arrangement will operate for a period of one year and that the salary sacrifice will be reflected in my pay slips over that period. I hereby undertake that in the event of my resigning, taking a career break or not being in a position to have a full 12 months deductions withheld from my salary that I agree to reimburse the Department of Education and Skills the full difference between the cost of my Travel Pass and the amount of deductions already made.

**I have read and I agree to the conditions attached.**

**NAME**

\_\_\_\_\_ **BLOCK CAPITALS PLEASE**

**PPS No.:** *(as on payslip)*

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Official Use Only**

**Ticket No.:** \_\_\_\_\_

**Date issued:** \_\_\_\_\_

**Travel Pass ID Number:** \_\_\_\_\_

## **Data Protection**

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A

If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought.

## **Travel Pass Scheme Terms and Conditions**

1. Circular Letter 0045/2015 sets out the arrangements and procedures for the implementation of the Travel Pass Scheme.
2. The applicant must be employed in a Permanent, Contract of Indefinite Duration (C.I.D), fixed term, or Regular Part Time capacity at the date of application. The employment must be capable of lasting until the salary sacrifice has been recouped. It is not possible for casual or non casual employees to avail of the scheme.
3. The employee must sacrifice or forego part of his/her annual basic salary in lieu of the provision of the annual travel pass by the Department. This arrangement will operate for a period of one year and the salary sacrifice will be reflected in his/her pay slips over that period.
4. In the event of an employee changing schools (but still being paid directly by the Department of Education and Skills, the travel pass will transfer with the employee. In doing so, there will be no change to the terms and conditions of the scheme.
5. However, if an employee avails of unpaid leave of absence, or ceases employment prior to the end of the one year period of participation in the Travel Pass Scheme, he/she must surrender his/her annual pass. The Department of Education and Skills will then seek a refund from the transport provider for the unused part of the travel pass (a refund for a travel pass issued under the scheme will only be made to the Department).

### **Important Note**

**Please note, it is not always possible to obtain this refund from the transport provider. In such cases the employee will have to bear the full cost of the Annual Ticket. If this should occur, it will then be necessary for the Department of Education and Skills to recover the balance due from the employee. (please refer to Circular: Pay 84/2015. Policy and Procedures for dealing with Overpayment of Salary)**

If an employee avails of unpaid leave of absence and returns to work before the end of the end of the tax year, the outstanding amount owed may be collected in higher deductions for the remainder of the year

6. The Department of Education and Skills operates this scheme for employees on the basis of an annual option. Accordingly, the employee will not be able to cancel his or her participation in the scheme prior to the end of the one year period.
7. The Department will accept no liability or responsibility in the case of lost or unused travel passes or in the case of any injury which the employee may incur while using the travel pass.
8. An employee's lost travel pass may be replaced at a cost to him/her, per month remaining until the end of the year. This cost is determined by the transport provider.
9. The Department accepts no responsibility for misuse of travel passes by employees and asserts that each travel pass issued by virtue of this scheme is strictly non-transferable.
10. The scheme applies only to annual bus, rail or ferry passes issued by Iarnród Éireann, Bus Éireann, Dublin Bus, Luas or other approved transport providers. Information on approved transport providers is available from the Department of Transport, Tourism and Sport.
11. The salary sacrifice will have no impact on pension contributions or on pension benefits, in accordance with the rules of the relevant superannuation scheme.

12. The salary sacrifice will have no impact on allowances normally calculated as a percentage of basic pay.
13. Employees who participate in the scheme will be included for one year. A new application will be required in respect of each subsequent year of participation.
14. The Revenue Commissioners' published article [[5.3.11](#)] titled Benefit-In-Kind Bus, Rail and Ferry Passes is available on the [on the Revenue Commissioners' web page](#).

## **ID Requirements**

Further details on ID requirements are available at

<https://www.taxsaver.ie/Commuters/ID-Requirements/>

### **a) Digital Photo ID**

A digital photo ID is required for all bus and / or rail annual tickets.

A digital photo ID must be provided on a C.D with your application form for the Digital photo ID.

### **b) Luas Photo ID**

A Luas Adult Photo Identity Card is required for all Luas annual tickets. The individual must apply direct to Veolia by completing the LUAS Adult Photo Identity Card Application Form and forwarding it to Veolia Transport Dublin Light Rail Ltd, Luas Customer Care, Red Cow, Clondalkin, Dublin 22, Freepost.

Further details are available at the following link.

<http://taxsavertickets.luas.ie/LuasIDRequirements.pdf>