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**Bus to Work Scheme**

**Information Booklet**

**Bus to Work Scheme**

**Aberdeen City Council employees can make savings on their travel to work costs by joining a Scheme which provides discounted monthly bus tickets.**

The monthly bus ticket cost will be deducted from your net salary and Stagecoach will send the monthly bus tickets directly to your address by the 29th of every month.

The Council has negotiated discounted monthly bus tickets with the two local bus providers (First Bus & Stagecoach).

If you wish to take part in the Scheme, you will be required to enter a net deduction arrangement under which the monthly cost of the bus ticket is deducted from your net pay (after tax and NICs are deducted).

The advantage is that the monthly cost is less than the cost of purchasing a monthly ticket directly from Stagecoach.

**How to join the Scheme**

**Step 1:** Read this Information Booklet and the Terms and Conditions provided on the Deduction Agreement Form.

**Step 2:** Complete a Deduction Agreement Form and return to: employeebenefits@rsmuk.com

Or post**: RSM, 9th Floor, 3 Hardman Street, Manchester M3 3HF**

**What happens next?**

Following your completed Agreement Form, your participation in the Scheme will start from the next pay date.

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**Monthly bus ticket costs**

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| **STAGECOACH** |
| **Zone 1**  | **£44.00** |
| **Zone 2**  | **£68.00** |
| **Zone 3** | **£90.00** |
| **Zone 4** | **£118.00** |
| **Zone 5** | **£142.00** |
| **Zone 6** | **£159.00** |

**Frequently asked questions**

1. **Who is eligible to participate?**

All employees of the Council are eligible to join the Scheme.

1. **How does the Scheme work?**

To join the Scheme, you will be required to enter a net deduction arrangement under which the monthly cost of the bus ticket is deducted from your net pay.

On receipt of your completed Agreement Form, the Council will deduct the cost of the monthly bus ticket from your net pay. In return, you will be provided with a bus ticket for travel to work and personal use.

The monthly bus tickets will be issued and sent to your home address by the bus service provider and must be used exclusively by you.

If your Agreement Form is received before the 10th of the month, your participation in the Scheme will start from the next pay date and your ticket will be valid from the 1st of the subsequent month. If your Agreement Form is received after this date, your participation in the Scheme will start in the subsequent month. For example, if your Agreement Form is received on or before 10th July, the net deduction will start from July’s payroll and your bus ticket will be valid from 1st August. If your Agreement Form is received after 10th July, your participation in the Scheme will start from Aug’s payroll and your bus ticket will be valid from 1st September.

If you do not receive a ticket by 29th of the month, you must contact the RSM Team by email: employeebenefits@rsmuk.com or telephone 0161 830 4037.

1. **How much will I save?**

The bus provider have agreed a discounted rate on the usual cost of a monthly ticket available to the general public. Therefore, the amount you will save will depend on the bus provider you use.

The savings for a **STAGECOACH** user would be as follows:

|  |  |  |
| --- | --- | --- |
| **Monthly net deduction amount** | **Monthly cost if purchased directly from Stagecoach** | **Monthly saving** |
| **Zone 1****£44.00** | **£46.10** | **£2.10** |
| **Zone 2****£68.00** | **£72.80** | **£4.80** |
| **Zone 3****£90.00** | **£96.00** | **£6.00** |
| **Zone 4****£118.00** | **£126.00** | **£8.00** |
| **Zone 5****£142.00** | **£151.80** | **£9.80** |
| **Zone 6****£159.00** | **£169.70** | **£10.70** |

1. **What journeys** **can I use the bus ticket for?**

You can use the bus tickets for travel to work and personal journeys.

1. **Can family or friends use the bus ticket?**

No, the bus tickets will be issued for your use only.

1. **Will participating in the Scheme impact on my Tax Credits?**

The Tax Credit calculation is based on your taxable (P60) income.

By joining the net deduction arrangement, your taxable income will not change and therefore, there should be no change to your Tax Credit entitlement.

1. **What happens if I lose my bus ticket?**

Lost tickets must be reported immediately to the bus service provider who will arrange a replacement. The bus provider may charge you a fee for a replacement Card.

**Stagecoach**: Email: ebs.tickets@stagecoachbus.com

1. **Can I withdraw from the Scheme?**

You may withdraw from the Scheme at any time by completing and returning a Cancellation Form.

1. **What** **happens if I am absent from work for a long period of time. (Maternity leave or long term sickness)**

In the event of any period of absence, including sickness or maternity leave, you can:

* withdraw from the Scheme by completing and returning a cancellation form
* continue in the Scheme

If you decide to continue in the Scheme, the net deduction arrangement will remain in place as long as you have sufficient net salary to support the deduction. If, at any point, your employment income is insufficient or your entitlement to paid leave ceases, the net deduction arrangement will cease and no further bus tickets will be sent to you.

1. **What happens if I leave my employment with the Council?**

If you employment with the Council terminates for whatever reason, your participation in the Scheme will cease immediately and no further tickets will be sent to you.

**Further information**

If you have any queries or require further information about the Scheme, please contact:

Telephone: 0161 830 4037

Email: employeebenefits@rsmuk.com