

Rail Delivery Group



Rail Staff Travel is part of the Rail Delivery Group

Contents

Section 1: Introduction	4
Section 2: Types of Travel and the concession available $_$	5
Section 3: Rail Staff Travel products	6
RST Online Leisure Card	6 7
Loss & Replacement of RST Online Leisure Cards	8
Section 4: Joining and leaving the rail industry	9
Joining Network Rail	
Opting out of the scheme	9
Resignation, retirement, redundancy or dismissal	10
Section 5: Eligibility of family members	11
Facilities for a couple, both employed in the rail industry (was already receives some rail staff travel facilities)	
Section 6: Travel on National Rail on services where the R Leisure Card is valid	
Staff discounted (priv-rate) tickets	
Buying staff discounted (priv rate) tickets with the RST Onlin	
Staff Travel Restrictions	15
Class of Travel	15
Seat Reservations	
Travel to and from the Isle of Wight	16

Unavailability of tickets	16
Sleeper Services	17
Caledonian Sleeper	
Great Western Railway sleepers	17
Travel Irregularities	18
Complaints	19
Section 7: Rail services in Great Britain	20
National Rail operators on which tickets are valid	20
Rail operators on which tickets are not valid	20
Light rail operators on which tickets are not valid	21
Section 8: Other rail undertakings in Great Britain	22
Rail	22
Heathrow Express	
LUMO	
West Coast Railway Company	
Heritage Railways (generally not on the National Rail network)	23
Shipping	26
Hovertravel	
Luton Airport	26
Section 9: Travel in London	27
Section 10: Travel on Eurostar and in Europe	27

Section 1: Introduction

This is a guide to the National Rail Staff Travel facilities for those people who hold the RST Online Leisure Card.

Use of travel facilities is subject at all times to the:

- Rail Staff Travel Conditions of Issue and Use www.raildeliverygroup.com/rst/conditions-of-issue-and-use.html
- National Rail Conditions of Travel www.nationalrail.co.uk/nrcot
- Travel Restrictions (updated a minimum of twice a year) www.raildeliverygroup.com/rst/where-can-i-go.html.

The scheme is for leisure travel on some carriers in Britain only.

- It is not valid for travel on the Caledonian Sleeper, Hull Trains,
 Grand Central, London Overground, or Docklands Light Railway.
- It is **not valid** for travel on London Underground (except when crossing London between London Terminal stations using a ticket containing the Cross-London marker)
- It is **not valid** for travel on the Elizabeth Line (except when crossing London between Liverpool Street and Paddington on a ticket containing the Cross-London marker)
- Residential travel (i.e. using staff travel benefits for commuting to and from work) is not included.
- Free and discounted travel on Eurostar and other European carriers through the FIP scheme is also not included.

For information on the joining the scheme and any taxable benefit which may accrue, please email Network Rail Reward and Benefits team at: rewardandbenefits@networkrail.co.uk

For further information please contact Rail Staff Travel at: rst@raildeliverygroup.com

Section 2: Types of Travel and the concession available

The RST Online Leisure Card can only be used to purchase tickets for leisure travel.

This is classified as travelling for social/pleasure reasons. This means that it cannot be used to purchase tickets for travelling to work, school or college, etc and also cannot be used to purchase tickets to travel between work locations during the working day.). If you are travelling to a place of work but going to the gym, shopping or socialising before or after the journey is classed as a residential journey and cannot be considered as leisure travel.

It also cannot be used to purchase tickets for any other trading or other remunerative activity.

The use of staff discounted (priv rate) tickets for leisure travel is permitted for employees, spouse/partners and child dependants.

Section 3: Rail Staff Travel products

RST Online Leisure Card



Leisure travel is delivered via the **RST Online Leisure Card.** The card must be kept as issued and not laminated or altered in anyway.

Holders of an RST Online Leisure card can use it to purchase unlimited staff discounted (priv rate) tickets for leisure travel on all rail services in Great Britain except:

- Caledonian Sleeper
- Elizabeth Line
- Grand Central
- Hull Trains
- London Overground

All tickets must be purchased via RST Online only. Although RST Online will display fares for the above operators (as you may want to purchase full fare tickets for them) if you purchase priv-rate fares and travel on those operators that is deemed a travel irregularity.

Staff discounted (priv rate) tickets cannot be purchased from station ticket offices or on-board trains by holders of the RST Online Leisure Card.

Staff discounted (priv rate) tickets can only be used by the RST Online Leisure Card holder and cannot be given to anyone else to use for travel (except where the card is endorsed for travel with a companion) – they are not transferrable to any other person.

You must have the RST Online Leisure Card with you and available for inspection when travelling using staff-discounted (priv rate) tickets. If you cannot present the RST Online Leisure Card with any staff-discounted (priv rate) tickets, then the Train Operating Company will follow their revenue protection procedures and treat you as a passenger without a valid ticket.

If you travel without your RST Online Leisure Card and have to purchase public rate tickets, or pay a penalty fare, you cannot get this refunded.

Help for those who have difficulty travelling alone

Cardholders unable to travel alone and needing someone to travel with them can have their card endorsed to allow an attendant to travel with them on National Rail services. This provision does not extend to reciprocal carriers (i.e. ferries or heritage railways).

The cardholder must meet the eligibility criteria for a Disabled Persons Railcard (they do not have to purchase the Disabled Persons Railcard). The eligibility criteria is available at www.disabledpersons-railcard.co.uk

The primary cardholder will need to provide proof of this to RST. Please submit the Attendant Request XX45 form and attach an image of the relevant proof. www.raildeliverygroup.com/rst/forms.html#details

The attendant travelling with the cardholder must also purchase a priviliscounted ticket.

Loss & Replacement of RST Online Leisure Cards

All losses, for any reason, must be reported to RST immediately, even if you are not going to order a replacement. If you do not and someone else is found using it, you will be liable for the misuse. A replacement fee is payable if cards are lost, damaged or destroyed. The fee may be waived if loss is the result of theft, robbery or fire, subject to evidence of this being produced from the relevant police or fire service authorities.

New cards are issued annually in November before the expiry date of the current cards. Post losses notified later than 31 December must be paid for. There are no exceptions to this rule as this is to support fraud prevention.

Likewise if you move house and do not let RST know your new address, and are unable to collect your cards/passes you will need to pay a replacement fee before replacements can be issued.

The replacement charge for each RST Online Leisure Card is published on the RST website:

www.raildeliverygroup.com/rst/useful-information.html

To request a replacement card or pass, please submit one of these forms:

- Replacements of Lost or Damaged Cards (XX35) or
- Replacement of Faulty or Stolen Cards (XX34)

Via www.raildeliverygroup.com/rst/forms.html#card

Section 4: Joining and leaving the rail industry

Joining Network Rail

When you start employment or opt into the scheme, Network Rail will notify Rail Staff Travel and provide us with your details if you have opted to receive an RST Online Leisure Card.

Once we have created your Rail Staff Travel record, you must upload a passport-style photo of you before we can issue your RST Online Leisure Card. www.raildeliverygroup.com/rst/photo-upload.html

Once we have your information and photo, we will send your RST Online Leisure Card to your home address.

You will also receive an email with your one-time pass-code so you can register for *RST Online*.

You can only buy tickets via *RST Online* once you have received your physical card in the post as you need to have this with you when you travel.

Opting out of the scheme

You should only apply for an RST Online Leisure Card if you intend to use it for the duration of its validity.

If you do need to opt out due to personal circumstances then you can do this. However you will need to return all cards issued before charges cease.

Additionally, you will not be able to opt in again for twelve months.

To opt out you need to:

- email <u>rst@raildeliverygroup.com</u> stating that you want to opt out.
 and
- Return all cards issued to RST. Cut each card into four, with the card number visible, and email to rst@raildeliverygroup.com.

Resignation, retirement, redundancy or dismissal

Your eligibility for rail staff travel facilities ceases when you leave employment with Network Rail, irrespective of the reason for leaving.

All RST Online Leisure Cards for you and all family members must be returned to Rail Staff Travel when you leave. Cut each card into four, with the card number visible, and email these to rst@raildeliverygroup.com

If you fail to do this and then join another company that offers rail staff travel, RST will not issue any new cards/passes until the RST Online Leisure cards expire or are returned.

Your access to your RST Online account will also be removed.

Section 5: Eligibility of family members

The full rules around eligibility of family members is covered by a specific guide on the RST website www.raildeliverygroup.com/rst/eligibility.html

Children under age 5 travel for free on most National Rail services. Staff travel facilities are not normally issued until a child reaches their 5th birthday. However on request RST will issue national staff travel facilities once a child is over twelve months of age.

Facilities for a couple, both employed in the rail industry (where one already receives some rail staff travel facilities)

If you already receive a Rail Staff Leisure Card or a Staff Travel Card through a partner or spouse that works in the industry it is better than you retain that one. This is because you may be eligible to a FIP card for reduced rate travel in Europe through them, but you are not eligible for this through this scheme. We recommend that you approach RST for specific guidance.

Section 6: Travel on National Rail on services where the RST Online Leisure Card is valid.

Leisure travel is delivered to holders of an RST Online Leisure Card.

It is **not valid** for travel on the Caledonian Sleeper, Hull Trains, Grand Central, London Overground, London Underground or Docklands Light Railway.

It is **not valid** for travel on the Elizabeth Line (except when crossing London between Liverpool Street and Paddington on a ticket containing the Cross-London marker)

You can use it to purchase unlimited staff discounted (priv rate) tickets for leisure travel only, subject to the **Restrictions on Travel** as documented above in section 2.

Staff discounted (priv rate) tickets can only be used by the RST Online Leisure Card holder and are not transferrable to any other person.

Staff discounted (priv-rate) tickets

Ticket Type	Discount available on National Rail services
Anytime	75% off the public fare
Off-Peak	75% off the public fare (Travel is subject to the same time restrictions as the public ticket)
70 min flex fare	75% off the public fare on a specific price point.

Ticket Type	Discount available on National Rail services	
Rovers and Rangers	75% off the public fare for most Rovers and Rangers. Some Rover and Ranger products have no staff discount available.	
	Rovers and Rangers may only be used on the services of the TOCs which accept RST Online Leisure cards This overrides any list of TOCs on which the Rover/Ranger product is available for people purchasing the product at the public rate.	
	This means that even if the companies below are included in the Rover/Ranger purchased you cannot use it on these services:	
	 Caledonian Sleeper Elizabeth Line Grand Central Hull Trains London Overground 	

Staff discounted (priv-rate) tickets are not valid on TfL Underground and DLR services in London except when the ticket shows the Cross-London Indicator (†), in which case it may be used on London Underground to cross London between the relevant London Terminal stations only.

Buying staff discounted (priv rate) tickets with the RST Online Leisure Card

The RST Online Leisure Card can only be used to buy tickets online through **RST Online** at www.railstafftravel.com

You can only access the service once you have been issued with a *one-time* passcode by Rail Staff Travel which will enable you to register and create your on-line account.

Rail Staff Travel will send your *one-time passcode* by e-mail once you have been issued with your RST Online Leisure Card. This is because you must have your RST Online Leisure card with you when you travel.

You can request family members have access to RST Online by submitting the RST Online – Request Access for Family Members (XX40) form which is here www.raildeliverygroup.com/rst/forms.html#rstonline

RST Online offers journey planning facilities to enable you to find staff discounted and public fares, buy tickets and make seat reservations. You can collect the tickets bought through *RST Online* at a Ticket Vending Machine at a station, or you can have e-tickets sent to your registered e-mail address.

Although you can purchase tickets for all carriers, please remember that it is not valid for travel on the Caledonian Sleeper, Hull Trains, Grand Central, London Overground, London Underground or Docklands Light Railway.

It is also **not valid** for travel on the Elizabeth Line (except when crossing London between Liverpool Street and Paddington on a ticket containing the Cross-London marker)

Therefore, you must not purchase staff discounted (priv rate) tickets for services on which staff discounted (priv rate) tickets bought with the RST Online Leisure Card are not valid.

You can purchase a Rover or Ranger with a start date of between 7 and 14 days from the date of purchase. Rovers and Rangers are printed and posted to you by 1st class post. There is no other fulfilment option available.

Staff Travel Restrictions

The use of staff discounted (priv-rate) tickets is subject to **Staff Travel Restrictions**.

These are updated at least twice a year on the RST website at www.raildeliverygroup.com/rst/where-can-i-go.html

It is the responsibility of the employee and their family member to ensure they do not travel in contravention of the Staff Travel Restrictions. It is not the responsibility of RST Online to prevent the sale of tickets on trains which are subject to the Staff Travel Restrictions.

Staff and family members must ensure priority is given to fare-paying passengers. They should, whenever possible, seek to travel on lightly loaded services. When this is not possible and travel is undertaken on a crowded train, they should stand back to allow fare-paying passengers to obtain seats.

Travelling on restricted services is a Travel Irregularity which will put your facilities at risk of withdrawal.

Class of Travel

The RST Online Leisure Card is for Standard Class staff discounted (priv-rate) tickets only.

Where a TOC offers Weekend First upgrades, RST Online Leisure Card holders with Standard Class staff discounted (priv-rate) tickets, may purchase the Weekend First upgrade (subject to availability) from staff on board the train at the public rate and travel in First Class accommodation.

A few TOCs also allow the purchase of upgrades for First Class using apps such as Seatfrog, however, not all of them allow this. If it is permitted, it will be documented in the **Staff Travel Restrictions**.

Apart from the exceptions above, you cannot pay the difference between Standard Class and First Class fares to travel in First Class accommodation.

Seat Reservations

When purchasing a staff discounted (priv-rate) ticket it is normally possible to make a seat reservation.

Some TOCs restrict staff from making seat reservations and the rules are in the **Staff Travel Restrictions**.

Travel to and from the Isle of Wight

There is no staff discounted (priv rate) available for the Wightlink ferry crossing between Portsmouth Harbour and Ryde Pier Head.

An alternative is available via Hovertravel (see below) from Southsea to Ryde.

Unavailability of tickets

In the event of a prolonged system outage of RST Online or any Rail Industry system which prevents all staff discounted (priv rate) online ticket purchase, Rail Staff Travel will arrange messaging for ticket office and on board staff to accept the RST Online Leisure Card on a temporary basis until the service is restored.

Rail Staff Travel is not liable for the unavailability of specific fares within RST Online.

There are no other circumstances under which you may purchase staff discounted (priv rate) tickets at stations or on-board trains. Rail Staff Travel, the Train Operating Companies and other retailers are not liable if you are unable to purchase staff discounted (priv rate) tickets through RST Online and you choose to purchase full price tickets from other sources.

Where operational staff believe a ticket has been purchased from a station or on a train when RST Online was working, they will report this to RST for further investigation.

Sleeper Services

Caledonian Sleeper

The RST Online Leisure Card is not valid for any travel on Caledonian Sleeper services.

Great Western Railway sleepers

Great Western operate the Night Riviera sleeper between London Paddington and Penzance.

Employees, spouse/partners and child dependants are eligible for staff travel on Great Western Railway Sleeper:

To travel you must purchase a staff discounted (priv-rate) ticket and pay the sleeping berth supplement.

The berth supplements are commercially priced so vary depending on forecast demand. The twin cabin cannot be shared with a stranger, so

can only be booked if two passengers are travelling. The prices are visible in RST Online when making bookings. ¹

There are no discounts on the berth supplements for any category of customer (Child / Railcard / PRIV etc.). ²

Travel Irregularities

Employees are responsible for the proper use of all rail staff travel facilities that are issued to themselves and their families. The Employee has absolute discretion as to whether they allow their spouse/partner and child dependant(s) to enjoy these facilities.

There are sanctions that are applied if any holder of an RST Online Leisure card whether employee, partner or dependant child, attempts to use it fraudulently or allows someone else to do so.

If a primary cardholder transgresses, the spouse/partner and all dependants also lose their facilities; if a spouse/partner or dependant child is at fault, then generally just that individual is subject to penalty.

Any person who is found to:

- improperly use any RST Online Leisure Card;
- improperly use any ticket purchased with the RST Online Leisure Card;
- transfer any card or ticket, or attempt to do so;

¹ Source: RST Ref: 90-035-122/D8721INC

² Source: RST Ref: 90-003-003/D8250INC

90-011-032 D8376AA v14 February 2025

will be liable to prosecution, permanent withdrawal of rail staff travel facilities and, if an employee, possible dismissal.

Staff discounted (priv-rate) leisure tickets purchased with a RST Online Leisure Card are not valid for business, trading, duty or residential use (commuting to work or travel to educational establishments) by either employees, partners or dependant children. Where such cases are detected they will be treated as a travel irregularity.

There is more information in the Travel Irregularities document on the RST website www.raildeliverygroup.com/rst/where-can-i-go.html

Complaints

If you have a problem using Rail Staff Travel facilities on TOC services, you should firstly raise the issue with the TOC concerned. Details of how to contact each TOC can be found on their websites.

If your complaint remains unresolved, then you should then raise your complaint with the Rail Ombudsman. www.railombudsman.org

If you have problems in the following areas, please contact Rail Staff Travel

- Using Travel facilities on non-TOC services, e.g. Leisure Railways
- The service provided to you by Rail Staff Travel

Section 7: Rail services in Great Britain

National Rail operators on which tickets are valid

Avanti West Coast

Chiltern Railways

C₂c

CrossCountry

East Midlands Railway

Gatwick Express Great Northern Greater Anglia

Great Western Railway

London North Eastern Railway

Merseyrail Northern

Island Line (Isle of Wight)

Scotrail

South Western Railway Southeastern Railway

Southern Thameslink

TransPennine Express Transport for Wales

West Midlands Trains operating

under two brand names

 London Northwestern Railway

• West Midlands Railway

When a franchised or concessionary operator is replaced by another franchised or concessionary operator, or any other operator appointed by the Department for Transport, rail staff travel facilities remain valid on the services provided by the new operator.

Rail operators on which tickets are not valid

Arriva Rail London (London Overground)
Caledonian Sleeper

Eurostar

Grand Central

Hull Trains

London Underground (except when crossing London between London Terminal stations on a ticket containing the Cross-London marker (†))

MTR Elizabeth Line (except when crossing London between Liverpool Street and Paddington on a ticket containing the Cross-London marker (†))

Light rail operators on which tickets are not valid

Blackpool Tramway Docklands Light Railway Edinburgh Trams Glasgow Subway London Tramlink Manchester Metrolink
Nottingham Express Transit
Sheffield Supertram
Tyne and Wear Metro
West Midlands Metro

Section 8: Other rail undertakings in Great Britain

Travel facilities are granted to employees, spouse/partners and child dependants on some other transport undertakings as indicated below. They are offered to those who hold an RST Online Leisure Card.

Rail

Heathrow Express

Staff discounted (priv-rate) tickets can be bought from RST Online.

Children under 16 travel free at all times on Heathrow Express, as long as they travel with a fare-paying adult. Customers travelling with children under 16 should ask Heathrow Express staff to open the ticket gate for them, to allow entry to the platform. Children who have a 5-10 or an 11-15 Zip Oyster photocard or a Young Visitor discount added to a standard retail Oyster card or to a Visitor Oyster card should not touch in or out. There is no limit to the number of accompanied children allowed to travel for free.

LUMO

Staff discounted (priv-rate) tickets can be bought from RST Online.

West Coast Railway Company

Staff discounted (priv rate) tickets are available on all services directly operated by West Coast Railway Company including the Jacobite, The Dalesman, the Scarborough Express etc.

Staff discounted (priv rate) tickets are not available on other operators services which West Coast Railway provide motive power or rolling stock for.

WCRC booking details:

- Standard class staff discounted (priv rate) tickets direct from WCRC. Telephone: 01524 732100.
- First class tickets (public rate only). westcoastrailways.co.uk

Heritage Railways (generally not on the National Rail network)

If you want to travel on the services below, you will need to purchase your staff discounted (priv-rate) tickets direct from the operator. Please note that staff discounted (priv-rate) travel is generally not available on special event days. You should check with the railway to ensure that staff discounted (priv-rate) travel is available.

Tickets are obtained by presentation of the RST Online Leisure Card at the heritage railways booking office.

Railway company	Notes
Avon Valley Railway	
Bala Lake Railway	
Bluebell Railway	
Bodmin & Wenford	
Railway	
Brecon Mountain Railway	Book online at www.bmr.wales and use the
	promo code BMRPRIV25
Bure Valley Railway	
Crich Tramway Museum	National Tramway Museum (2 for 1 offer)

Railway company	Notes
East Lancashire Railway	Discounts on Standard Travel (Green / Blue /
	Orange Days) and steam/diesel galas can be
	booked online in advance or on the day.
	Discounts on some other special events
	(check with ELR before booking).
	<u>customer.services@eastlancsrailway.co.uk</u> ³
Embsay Steam Railway	
Fairbourne Railway	
Ffestiniog Railway and	In place of 2 nd class accommodation, the
Welsh Highland Railway	Railway provides 3 rd class
Great Central Railway	
Isle of Wight Railway	
Kent and East Sussex	
Railway	
Lakeside and	
Haverthwaite Railway	
Lappa Valley Railway	
Llanberis Lake Railway	
Lynton and Barnstaple	
Railway	
Mid-Hants Railway	
(Watercress Line)	
North Norfolk Railway	

90-011-032 D8376AA v10

³ Source: RST Ref:90-035-427/D8368INC

Railway company	Notes
North Yorkshire Moors	75% discount off standard fares on ordinary
Railway	timetabled daily services (excluding pre-
Kanway	bookable services including Pullman Dining
	Trains and special events). Priv rates are only
	bookable on the day of travel at an NYMR
	Booking Office, subject to availability. Priv-
	rate tickets do not include an annual pass.
Paignton & Dartmouth	Tate tienets do not meiade un annuai pass.
Steam Railway	
Plym Valley Railway	Not available on Christmas services
Ravenglass and Eskdale	Tickets issued only at Ravenglass Booking
Railway	Office. Not available on Bank Holidays and
Kanway	subject to availability.
Romney, Hythe and	Priv-rate tickets only available on a
Dymchurch Light Railway	RomneyRover and are not available on
by mendren Light Ranway	special event days (see - www.rhdr.org.uk)
Severn Valley Railway	Staff discounted (priv rate) available only on
Severii valley Kallway	Freedom of the Line tickets. No discount
	available on special event days.
Snowdon Mountain	Tickets are issued for return journeys only
Railway	Trekets are issued for return journeys only
South Devon Railway	
Strathspey Railway	
Swanage Railway	Not valid on special event days.
Talyllyn Railway	Not valid on special event days.
Vale of Rheidol Railway	
Welsh Highland Railway	See Ffestiniog Railway
Welshpool and Llanfair	· · · · · · · · · · · · · · · · · · ·
· ·	Not available on special event days, dining
Light Railway	trains, and other premium services.
Wensleydale Railway	
West Somerset Railway	

Shipping

Hovertravel

Staff discounted (priv-rate) fares for leisure travel are available on Hovertravel services between Southsea and Ryde.

Through fares are available from many (but not all) mainland stations via Hovertravel to stations on the Isle of Wight.

Holders of the RST Online Leisure Card can also purchase Staff discounted (priv-rate) fares at the Hovertravel terminal at either Southsea or Ryde. Hovertravel operate a connecting bus between Portsmouth and Southsea station and Southsea Hovertravel terminal. If you intend to purchase a staff discounted (priv-rate) fare at Southsea Hovertravel terminal you can present your Card on board the bus at Portsmouth and Southsea station for free transfer. Alternatively you can purchase your priv rate ticket at the Portsmouth Hard Exchange travel centre.

Luton Airport

Staff discounted (priv-rate) tickets may be purchased to Luton Airport. These include travel on Luton DART from Luton Airport Parkway to Luton Airport.

Section 9: Travel in London

The RST Online Leisure Card is not valid for staff discounted (priv-rate) travel on London Overground, Elizabeth Line, London Underground, Dockland Light Railway, bus and river services.

The only exception to this is except where the ticket shows the Cross-London Indicator (†), in which case it may be used on London Underground services only to cross London between the relevant London Terminal stations only and the Elizabeth Line between Liverpool Street and Paddington only.

Section 10: Travel on Eurostar and in Europe

The RST Online Leisure Card is not valid for staff discounted (priv-rate) travel on Eurostar or any European rail or shipping carrier.

The scheme does not include the staff travel benefits provided by the FIP organisation.