



Retired Employee Travel Pass

Information and application form



Retired Employee Travel Pass application

Public Transport Victoria (PTV) administers the Retired Employee Travel Pass.

To apply for the Retired Employee Travel Pass you must supply documentary evidence of all former Public Transport Corporation (PTC) and associated service to PTV. PTV will then assess whether the former PTC employee is eligible to receive a free Retired Employee Travel Pass.

As most of the PTC was disbanded back in 1999; PTV in conjunction with the Department of Transport (DoT) has developed a statement of service pro forma (attached pages 3, 4 and 5) for former PTC employees to complete in order to establish the following:

- PTC start date of employment
- PTC end date of employment
- reason for separation
- date of birth confirmation.

If you have other documentary evidence that confirms the above, please send by mail or email to PTV along with your contact details:

Mailing address: **Public Transport Victoria**
Retired Employee Travel Pass applications
PO Box 4724
Melbourne VIC 3001

Email address: ptvhub@ptv.vic.gov.au

Should you have any queries, please contact PTV on **1800 800 007** (6am – midnight daily).

Please note: The statement of service provided will only include your service up until the PTC privatisation date on 28 August 1999. If you completed further service with a franchisee or non franchisee organisation linked to public transport, you will also be required to supply a statement of service to PTV from your former employer confirming the above details from 1999 to your exit date.

Steps to ensure a successful Retired Employee Travel Pass application

1. Apply for your PTC statement of service from the Department of Transport (see pages 3, 4 and 5).

OR

- If you have the documentation at home, please send by mail, fax or email a copy to PTV of your personal statement of service containing:
 - PTC start date of employment
 - PTC end date of employment
 - reason for separation
 - date of birth confirmation.

OR

- Request your G255 form from the HR department of your previous employer.

2. Please allow four weeks for DoT to send you a statement of service letter. The statement of service will also be sent to PTV for review.

OR

If you fax your own copy of your statement of service or G255 form, please see step 3 below.

3. PTV will contact you via letter in the 10 business days after receipt of the statement of service/s to confirm if you have met the criteria required to receive a Retired Employee Travel Pass.

If you are eligible for a Retired Employee Travel Pass you will be requested to provide the following documentation to ensure your application can be processed:

a. Primary pass holder

Colour photocopy / scan photo Id (drivers licence, passport, key pass or proof of age card).

b. Spouse or domestic partner

Colour photocopy / scan photo Id (drivers licence, passport, key pass or proof of age card).

c. If married

Colour photocopy / scan marriage certificate.

If you have lost your marriage certificate or it is in another language, the primary pass holder can provide us with a statutory declaration declaring the date and country they were married to their current spouse.

d. If in a domestic relationship

Colour photocopy / scan statutory declaration confirming that you the primary pass holder are currently living together in a domestic relationship with your partner.

e. Dependents under age of 18

Colour photocopy / scan birth certificate.

f. Photographs of all pass holders

Provide a quality colour passport photograph of head and shoulders for each applicant, no more than three months old. Photographs can be sent via email but need to be in jpeg format. If sending hard copies of photographs please print the name of each applicant on the back of the photo or if sending via email, please rename the photo to the applicant's name.

Public transport statement of service application form

Please note, this application form only relates to ex-employees of the Public Transport Corporation (PTC) that require a copy of their statement of service while employed at the PTC.

Public transport statement of services are prepared and issued by the Department of Transport.

It takes about four weeks to process a request and mail a statement of service.

Enquiries about the status of your submission may be made, during office hours, by contacting Mr. Siva Sivanesan on 9655 1709 **after** the standard four weeks processing period has elapsed.

A public transport statement of service is provided to you as a supporting document for your Retired Employee Travel Pass application.

Please forward all correspondence to:

Michael P. Averkiou

Senior Manager

Transport Insurance & Risk Management Services

Regulation, Governance & Law Division

Department of Transport

PO Box 2797

MELBOURNE VIC 3001

Dear Mr Averkiou,

Please provide me with a statement of services so I can apply for a Retired Employee Travel Pass.

My personal details are:

Surname or family name:

First or given name:

Date of birth: ____ / ____ / ____

Contact address:

If required, I may be contacted during office hours on the following phone numbers:

Home:

Mobile phone:

My public transport service details are:

Surname (When employed):

Given name/s (When employed):

Mode of transport employed in (Railways / Tramways / Buses):

Duty commencement date: ____ / ____ / ____

Grade / Position held:

Branch / Division / Department deployed in:

Employment exit date: ____ / ____ / ____

Reason for termination (Resigned / Retired / Dismissed /
Targeted separation package):

Yours sincerely,
Signature:

Date: ____ / ____ / ____

Please note: that I have had more than one period
of employment within the public transport industry
(Please complete details on the next page).

Second period of employment:

Surname (When employed):

Given name/s (When employed):

Mode of transport employed in (Railways / Tramways / Buses):

Duty commencement date: ____ / ____ / ____

Grade / Position held:

Branch / Division / Department deployed in:

Employment exit date: ____ / ____ / ____

Reason for termination (Resigned / Retired / Dismissed /
Targeted separation package):

Third period of employment:

Surname (When employed):

Given name/s (When Employed):

Mode of transport employed in (Railways / Tramways / Buses):

Duty commencement date: ____ / ____ / ____

Grade / Position held:

Branch / Division / Department deployed in:

Employment exit date: ____ / ____ / ____

Reason for termination (Resigned / Retired / Dismissed /
Targeted separation package):

Signature:

Date: ____ / ____ / ____

Privacy notice

PTV is collecting your personal information to facilitate the assessment of your eligibility for, and issuing and administration of, an Retired Employee Travel Pass.

Where necessary, PTV may disclose your personal information to the Department of Transport for purposes associated with the administration of public transport ticketing laws.

Your personal information will otherwise only be used or disclosed by PTV if permitted under privacy law.

If you choose not to provide certain information (such as your name, address, or other contact details) as requested, PTV may be unable to process your application for an Retired Employee Travel Card.

You are entitled to contact the PTV Information Privacy Officer (contact details are set out below) and request access to any personal information about you, that is held by PTV.

PTV will take reasonable steps to correct and update any of your personal information that is established to be inaccurate, incomplete or not up to date or provide you with a written statement if such a request is refused.

For more information, please refer to PTV's Information Privacy Policy, available at ptv.vic.gov.au, or contact PTV's Information Privacy Officer using the details below:

PTV Information Privacy Officer

PO Box 4724

Melbourne VIC 3001

Phone: 1800 800 007

Facsimile: 9027 4704

Email: ptvprivacy@ptv.vic.gov.au

Contacts for more information

For all Retired Employee Travel Pass enquires you can contact the following services for assistance:

Public Transport Victoria

Phone: **1800 800 007**

Visit staff: At the PTV Hub at 750 Collins Street,
Docklands, VIC 3008.
Open Monday to Friday 8am to 6pm.

Website: **ptv.vic.gov.au**

National Relay Service: 13 36 77

Speech-to-Speech Relay Service: 1300 555 727

Multilingual information

For all Retired Employee Travel Pass phone enquiries in languages other than English, please use the following phone numbers:

Arabic	9321 5440	Mandarin	9321 5454
Cantonese	9321 5441	Somali	9321 5446
Croatian	9321 5442	Spanish	9321 5447
Dinka	9321 5452	Sudanese	9321 5453
Greek	9321 5443	Turkish	9321 5448
Italian	9321 5444	Vietnamese	9321 5449
Macedonian	9321 5445		

All other foreign languages 9321 5450