

Car Parking FAQs – 2013/14

1. I've selected my parking option on Flexible Benefits. When do I get my permit?

Annual Staff Permit at £159.96 (or discounted for part-time University staff) - your application will be processed once enrolment closes on September 13th and will be sent to your home address in time for October 1st. Please ensure that HR have up-to-date address details for you by checking your details on Employee Self Service: <https://hr.lancs.ac.uk/concerto/Portal>

Staff Car Share Permit – The Staff Car Share Permit will be sent to the home address of the primary car share partner applying for the permit through Flexible Benefits in time for October 1st 2013. Any secondary car share partners will also need to register their details under the car sharing option on Flexible Benefits. Scratchcards will be sent out to the home address of each individual registered car sharer. Applicants do not need to visit the Car Parking Office.

15 free Staff Scratchcards for walking, cycling or motorcycling commuters – The free Staff Scratchcards will be sent to your home address in time for October 1st. There will be no need to visit the Car Parking Office.

SN Permit – you will need to present satisfactory medical evidence at the Car Parking Office, Security after September 23rd.

Note that one of the above options **must** first be submitted on Flexible Benefits to proceed.

2. When do I need to apply by?

You **must** apply for your parking permit through Flexible Benefits by 5:00pm on Friday 13th September. Enrolment opens on Monday 19th August. You won't be able to obtain a permit if you don't apply by the deadline date. Arrangements are in place for new staff starters and staff experiencing a defined 'life event'.

3. I wish to make a complaint about car parking or make suggestions on how to improve the policy. How should I do this?

Please send an email to parkingpolicy@lancaster.ac.uk. All emails will be logged for future policy reviews.

To view the parking policies for 2013/14 please see the Car Parking Policy webpage on the Facilities Travel website: www.lancs.ac.uk/facilities/travel

Unirider Bus Pass FAQs – 2013/14

1. Why can I only use the subsidised bus pass between home and work for commuter journeys?

HMRC tax rules prevent employers from providing subsidised passes to its staff where the travel is not restricted to a certain route for the purpose of commuting to and from work. Therefore, the subsidised Unirider bus pass is route-restrictive (between a given home area and the University) and valid only for work commuter journeys.

2. I want a bus pass that allows me to travel all around the area and not just for commuting to and from work. What can I do?

The current Interest-free Season Ticket Loan in Flexible Benefits is available so staff can still balance the cost of a full area-wide annual Unirider ticket (£340) over the year by paying monthly through salary sacrifice. Due to the area-wide unrestrictive nature of the Unirider bus pass offered through this option, no subsidy can be provided.

3. Will I get tax and NI relief on my monthly bus pass payments through Flexible Benefits?

Unfortunately, HMRC do not permit tax and NI relief on payments for bus passes, whether subsidised or not. However, the subsidy provided by the University provides a very substantial financial saving each month on the full cost of an annual bus pass.

4. How strict will the route-specific passes be on the designated home bus stop?

The pass will state the home *area* rather than the home bus stop, e.g. Bowerham, Heysham, Bare, Garstang. This provides greater flexibility of routes between home and work.

5. Will I be able to break my journey on the route-specific subsidised bus pass?

Yes, provided you are not deviating from the route between the designated home location and the University and the journey is still part of the commute between home and work. For example, someone living in Morecambe could break their journey in Lancaster city centre to change buses or go shopping provided this was part of the journey home from work.

6. What happens if I select a subsidised bus pass and I move house during the year?

You will be able to redeem your current route-specific Unirider bus pass for a new pass with your new home location on it free of charge at the LUSU Information Desk. You must surrender your current pass to obtain your new one.

For information on bus improvements for 2013/14 please see the Buses webpage on the Facilities Travel website: www.lancs.ac.uk/facilities/travel/buses