



Rail Pass Policy

Background

1. Historically FoSCL has been provided with a generous number of rail passes in acknowledgement of the work carried out by the organisation, partners and its many volunteers. This has enabled volunteers to be allocated passes and enjoy the benefits the passes accrue.

Purpose of Paper

2. It is therefore important FoSCL has a clear, consistent and fair policy for allocation (and use) of passes going forward. This paper sets out a policy, having been consulted upon widely, for the Committee to consider for use for the next allocation of passes in 2023.

Guiding Principles

3. Rail passes

- Acknowledge the excellent work undertaken by volunteers and benefits to the TOC
- Help defray costs involved in volunteering for both individuals and FoSCL
- Passes to be used for volunteering and social use within the Terms & Conditions
- Allocated on a discretionary basis to individuals and teams with no reserved rights

Allocation Policy

4. Three levels of priority for individual pass allocations:

- a. High - frequent necessary travel between different stations to undertake assigned role
- b. Medium - regular necessary travel between two stations to undertake assigned roles
- c. Low – those who do not need to travel via train to undertake their assigned roles

5. Team passes are available at designated locations for use by all volunteers. Local arrangements are in place to manage the logistics of managing use e.g. signing in, signing out, recording.

6. The policy will be reviewed, and updated (if necessary) every 3 years. Should there be any significant external changes which impact rail pass use this may be reviewed sooner.

7. The Volunteers Coordinator, in consultation with Team Leaders, is tasked with determining individual and team pass allocation on an annual basis. The final allocation of passes to be agreed by the Committee, communicated to volunteers and published within FoSCL.

8. A right of appeal is available to any member or team to appeal against their allocation. Appeals to be heard by 3 Committee members NOT involved in the allocation process.

9. Terms and Conditions for use of Rail Passes are set out below.

Rail Passes – Terms and Conditions

1. The pass may only be used on Northern Rail services. They are not valid on other services
2. The pass is for use primarily by FoSCL members
3. The pass must not be used for commuting to work
4. The pass must be shown at “manned” stations and to ticket examiners and revenue protection staff
5. Team pass use must comply with local management arrangements
6. If the pass is lost it must be reported in writing to Jon Tomlinson and it may NOT be replaced