

Brighton & Hove
Annual Bus Pass Keycard – Renewal Form

Title		Forename		Surname	
Are you on a Bank only contract?	Yes / No	Job title		Department & location	
Assignment/Payroll number			Work extension		
			Mobile telephone number		
NHS e-Mail address			Personal e-Mail address		
Please provide your FULL residential address, including town and postcode below – This is a mandatory requirement					
Current keycard number: 633597 0140 _____					

By signing this form I agree to the full terms and conditions of the UHSussex NHS Foundation Trust Annual & Brighton and Hove Bus Policy.

To be completed by applicant

SIGNATURE **Date**

To be completed by the Green Travel Team - For and on behalf of University Hospitals Sussex NHS Foundation Trust

SIGNATURE **Date**.....

Please return your completed form to the Green Travel Team, Room SH421, Top Floor, Sussex House, RSCH



Brighton & Hove Buses

Annual Bus Pass Keycard – Renewal Salary Deduction Form

I, _____ **Assignment (Staff) No.:** _____ Confirm that I wish to accept the cost of my bus travel to the value of **£1079 per annum** to be taken monthly with effect from _____
(must be the 1st of a month).

Signed (by applicant) _____ Date _____

Signed (by Green Travel Team) _____ Date _____

(On behalf of University Hospitals Sussex NHS Foundation Trust)

Updated: 25/04/2024

With effect from 01 April 2020, due to changes in HMRC regulations the salary sacrifice option for parking permits is no longer available.



Brighton and Hove Annual Bus Pass - Terms and Conditions

Please read these terms and conditions before submitting your application or renewal for a Brighton and Hove Annual NETWORK saver.

- Please be aware that if you sign up to this scheme, you do so on the basis of a 12 month term. Staff can only withdraw from the scheme in the event that they experience what is considered a life changing event. Life changing events are considered as things such as; Maternity/Paternity Leave, a change to working hours, long term sickness, termination of employment with the Trust, moving house or moving from a substantive post to a bank post.
- Prices of the Brighton & Hove NETWORK saver are subject to change at any time.
- Staff are responsible for checking their wageslip to ensure the correct deductions have been made. In the event of any issues relating to deductions, they should be reported immediately to the Green Travel Team for further investigation. In the event deductions are not made, service users will be liable to pay these charges and a payment plan will be arranged with Trust Payroll.
- Staff are responsible for ensuring their contact details are up to date with the Green Travel Team. An automatic email reminder is sent a month prior to the expiry of keycards, if your email is listed incorrectly or has changed, this will not be sent. Although the Green Travel Team aim to remind staff when their bus passes are due to expire, it is your own responsibility to ensure you are aware when the expiry date is and to ensure you renew on time if you wish to continue using the service.
- NETWORK saver tickets are valid on all Brighton & Hove buses except City Sightseeing services. They are also valid for use on Night buses. A full list of services can be obtained via the Brighton & Hove Bus and Coach Company website.
- NETWORK Saver keycards & Photograph ID cards are not transferable. They can only be used by the person whose name appears on the card and must never be given to other persons for travel. Brighton & Hove Bus and Coach Company make regular revenue checks on board their buses. It is a prosecutable offence for a service user to lend their bus pass to another individual to travel. Misuse of any keycards will result in the withdrawal of the bus pass without refund and/or formal legal action. A penalty fare of a minimum of £10 may also be administered.
- The card holder is responsible for keeping the card in a safe place and ensuring that no one else uses it. – There is a replacement fee for lost/damaged keycards to which the Bus company will determine the amount. In the event of lost, damaged or stolen keycards, please report immediately to the Green Travel Team on x67607 who will advise on the replacement process.
- Anyone using a UHSussex NETWORK saver keycard who is no longer employed by the University Hospitals Sussex NHS Foundation Trust is breaching our conditions of carriage. The keycard should be returned as soon as possible and charges for use will be applied.

