



Corporate MetroCard travel plan discount From February 2011

Background

The MetroCard is a pre-paid travelcard, which gives virtually unlimited travel on public transport in West Yorkshire; it is not restricted to the services of any one operator. The Annual MetroCard is available as a bus only card (basically all bus operators) or bus plus rail (choice of zones) within West Yorkshire. The Annual MetroCard is the most cost-effective way of buying a MetroCard (due to the built in discount).

The aim of the Corporate MetroCard scheme is to provide Annual MetroCards to employees by recruiting employers to act as agents for the scheme. Participating employers are given a 5% discount on the MetroCards they buy, passing this saving on to participating employees.

Many employers who participate in this scheme pay for the MetroCard themselves and then allow employees to pay for it in regular instalments throughout the year through payroll deductions. Employees benefit from the advantages of having an Annual MetroCard without having to find a large sum up front.

Additional discount linked to travel plan measures

Local public transport operators allow Metro to offer a further discount of 10% (making 15% in total) on Corporate MetroCard to employers who are making a significant contribution to travel planning. This contribution is assessed through the membership criteria of the West Yorkshire Travel Plan Network. Annual membership of the Network is free of charge. The full 15% discount must be passed on to the employees.

The operators are prepared to offer this discount in the expectation of higher revenue to themselves (through increased patronage of public transport and/or greater uptake of annual travel tickets).

Support for the West Yorkshire Travel Plan Network is provided by Metro, the five local authorities and the Highways Agency, with support from Yorkshire Forward through the "Travel for Work" project.

For details of the range of assistance available from Metro and the local authorities through the West Yorkshire Travel Plan Network please see www.wytravelplan.com

What an employer needs to do to access the discount

Criteria for eligibility are kept as simple as possible, but with some flexibility so as to reflect the priorities of the employer in question. The discount is intended to promote continuous improvement of an employer's travel plan, so employers just starting with travel planning are welcome to apply.

There is a formal application form, but generally the minimum requirements for award of the travel plan discount are:

- *Provision of simple data about the premises e.g. number of employees, details of car parking arrangements, facilities for cyclists and walkers through completion of a Site Assessment form*
- *Participation in an annual snapshot "Travel to work survey"*
- *Agreement of an annual travel action plan (relevant to your organisation's size, priorities and any development control issues)*
- *Evidence of active promotion of the Corporate MetroCard scheme to existing and new staff*
- *Ensuring that employees are aware that a travel plan discount has been awarded, due to employer commitment*
- *Enabling employees to join the scheme throughout the year (minimum of 3 "windows", but ideally monthly)*
- *Provision by the employer of an interest-free/advance of salary loan to employees for the purchase of the Corporate MetroCard*
- *Passing on of the entire 15% discount to participating employees.*
- *Providing a named "travel plan" contact*
- *Cooperation in an independent evaluation of the discount scheme (as required). This is not a time-intensive requirement.*

Annual review

The award of the travel plan discount is reviewed annually with participating employers who will need to demonstrate that they have met the criteria agreed the previous year and have a realistic action plan for the coming year.

Valuable staff benefit and travel plan incentive

The table below shows how much you can help your staff save through participation in Corporate MetroCard and through award of the travel plan discount.

*Schedule shows new prices from 1/2/2011

Ticket type	Monthly Full price £ - for info	Annual Full Price £	Annual 5% Discount Price £	Annual 15% Discount Price £
Bus only	£75	£765	£726.75	£650.25
Bus plus rail zones 1-3	£88	£907	£861.65	£770.95
Bus plus rail zones 1-4	£104	£1067	£1013.65	£906.95
Bus plus rail zones 1-5	£122	£1280	£1216	£1088
Bus plus rail zones 2-5	£86	£900	£855	£765

If you would like to apply for membership of the West Yorkshire Travel Plan Network and the Corporate MetroCard travel plan discount please email TPN@wypte.gov.uk or Tel. 0113 2517 370