

Retired Employee Travel Pass

Information and application form

Retired Employee Travel Pass Information

You may be eligible for a Retired Employee Travel Pass if you were employed by the Public Transport Corporation (PTC) and/or its predecessors prior to the privatisation of public transport in 1999.

To apply for a Retired Employee Travel Pass, Public Transport Victoria (PTV) requires the details of your employment history with the PTC, as well as your service history with any franchise or non-franchisee operators after privatisation in 1999.

A formal statement of service outlining your public transport service history is required and must include the following information:

- Employment commencement date
- Employment separation date
- Reason for separation
- Confirmation of date of birth

If you require a statement for your PTC service prior to 1999, complete the **'Public Transport Statement of Service Application Form'** on page 3.

If you have recently retired from a franchise/non-franchisee operator, you'll need to obtain your statement of service from your most recent employer. If this service was a continuation of your employment with the PTC and subsequent private operators, your most recent employer can provide you with a statement of service which also includes your service prior to privatisation in 1999.

Please provide your statement of service to the PTV Hub to assess your eligibility to a Retired Employee Travel Pass:

By mail:

PTV Hub
Retired Employee Travel Pass Applications
PO Box 4724
Melbourne, VIC, 3001

By email:

ptvhub@ptv.vic.gov.au

You'll be contacted by mail within 10 business days with the outcome of your application

Should you have any queries regarding the Retired Employee Travel Pass, contact the PTV Hub on (03) 9027 4930.

Public Transport Statement of Service Application Form

To obtain a statement of service for your public transport service prior to privatisation in 1999, you'll need to make an application to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR).

Once DEDJTR receives your application, a statement of service will be prepared and sent to you in the mail within four weeks. Enquiries about the status of your application can be made to the DEDJTR Risk Team on (03) 8392 6701 (business hours), **after** the standard four weeks processing period has passed.

A copy of your statement of service will also be sent to the PTV Hub in support of your application for a Retired Employee Travel Pass. The PTV Hub will contact you within 10 business days advising of the outcome of your application.

Please forward your completed application form to:

Risk and Insurance Team
Corporate Services
DEDJTR
GPO Box 4509
Melbourne, VIC, 3001

Or send via email to: riskteam@ecodev.vic.gov.au

Personal Details

Title (Mr, Mrs, Miss, Ms, other)

Surname

First Name

Date of Birth (dd/mm/yyyy)

*Please make note if your name has changed since you were employed.

Postal Address

Unit number

Street number

Street name

Suburb/town

State

Postcode

Contact Phone number (with area code)

Email

Public Transport Service Details

Employment commencement date (dd/mm/yyyy)

Employment separation date (dd/mm/yyyy)

Reason for separation:

- Resigned
- Retired
- Targeted Separation Package
- Dismissal
- Other (specify below)
-

Mode of transport employed in:

- Railways
- Tramways
- Buses

Branch/Division/Department:

Position/Grade:

Second Period of Employment (if applicable)

Employment commencement date (dd/mm/yyyy)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Employment separation date (dd/mm/yyyy)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Reason for separation:

- Resigned
 - Retired
 - Targeted Separation Package
 - Dismissal
 - Other (specify below)
-

Mode of transport employed in:

- Railways
- Tramways
- Buses

Branch/Division/Department:

Position/Grade:

Please provide copies of any relevant employment documents you have that may support your application.

Declaration

I acknowledge that DEDJTR will share this information with Public Transport Victoria to assess my eligibility towards a Retired Employee Travel Pass.

Signature

Date (dd/mm/yyyy)

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Privacy notice

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

Where necessary, PTV may disclose your personal information to the Department of Economic Development, Jobs, Transport and Resources 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 a Retired Employee Travel Pass.

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**
Email: ptvprivacy@ptv.vic.gov.au

For more information visit ptv.vic.gov.au or call **1800 800 007**.

If you are deaf, or have a hearing or speech impairment, you can contact us directly or through the National Relay Service and request to call **1800 800 007**.



For information in other languages:

普通話	9321 5454	廣東話	9321 5441
Italiano	9321 5444	ਪੰਜਾਬੀ	9321 5445
Ελληνικά	9321 5443	हिन्दी	9321 5442
Việt-ngữ	9321 5449	සිංහල	9321 5446
عربي	9321 5440	Español	9321 5447

If your language isn't listed visit ptv.vic.gov.au/languages or call **9321 5450**.

