

Retired Employee Travel Pass

Information and application form

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

To assess whether you're eligible to receive a RETP, the Head Transport for Victoria (Head TfV) 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 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've recently retired from a franchise/non-franchisee operator, you'll need to obtain a 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. **You don't need to apply for your PTC statement of service.**

Please request this statement of service from your most recent employer and provide it to the PTV Hub to assess your eligibility to a RETP by email: ptvhub@ptv.vic.gov.au

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

Public Transport Corporation (PTC) Statement of Service Application form

Only complete this section if you require a statement of service for your employment with the PTC prior to privatisation in 1999 or if you had split periods of employment.

Personal details

Surname

A horizontal row of 20 empty square boxes, each with a thin black border, intended for children to draw or write in.

First name

Date of birth

Three sets of empty boxes for drawing. The first set contains two boxes. The second set contains two boxes. The third set contains four boxes.

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

Contact phone number

A horizontal row of ten empty square boxes, each with a thin black border, intended for handwritten responses.

Email

Postal address

Unit number

Street number

A horizontal row of ten empty square boxes, intended for children to draw or color in.

Street name

A horizontal row of 20 empty rectangular boxes, each with a thin black border, intended for drawing or writing.

Suburb/town

A horizontal row of 20 empty rectangular boxes, likely for a survey or form.

State

Postcode

Four empty rectangular boxes for drawing.

Public Transport Corporation (PTC) Statement of Service

Application form

Public Transport Service details

Employee Number (*if known*)

Employment commencement date (DD/MM/YYYY)

(*Approximate if unknown*)

Employment separation date (DD/MM/YYYY)

(*Approximate if unknown*)

Reason for separation:

- Resigned
- Retired
- Redundancy (*Targeted Separation or Voluntary Departure Package*)
- Dismissal
- Other (*please specify*)

Mode of transport employed in:

 Railway Tramways Buses

Second Period of Employment (if applicable)

Employment commencement date (DD/MM/YYYY)

(*Approximate if unknown*)

Employment separation date (DD/MM/YYYY)

(*Approximate if unknown*)

Reason for separation:

- Resigned
- Retired
- Redundancy (*Targeted Separation or Voluntary Departure Package*)
- Dismissal
- Other (*please specify*)

Mode of transport employed in:

 Railway Tramways Buses

Public Transport Corporation (PTC) Statement of Service

Application form

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

Declaration

I grant permission for Head TfV to access my historical employment records, in accordance with the Department of Transport and Planning (the Department) privacy policy, to assess my eligibility for a Retired Employee Travel Pass. The information supplied in this application form will only be used to assess my eligibility for a Retired Employee Travel Pass, and this information will be used and disclosed in accordance with the Department's privacy policy.

Signature

Date (DD/MM/YYYY)

<input type="text"/>						
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Submit this application form to:

By email (preferred): ptvhub@ptv.vic.gov.au

By mail: Retired Employee Travel Pass Applications
58/99 Spencer St
Docklands, VIC, 3008

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) 9619 2710 or email ptvhub@ptv.vic.gov.au.

Privacy notice

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

Your personal information will otherwise only be used or disclosed by the Department if permitted under privacy law.

If you choose not to provide certain information (such as your name, address, or other contact details) as requested, the Department may be unable to process your application for a Retired Employee Travel Pass.

You are entitled to contact the Department's Privacy Officer to request access to any personal information about you, that is held by the Department.

The Department 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 the
Department's Privacy Policy, available at
dtp.vic.gov.au/privacy/privacy-policy