

Workplace Pool Oyster Cards

An introductory guide

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- An Oyster Card is a blue plastic card you can use instead of paper tickets
- You can put Travelcards, passes and railcards on Oyster Cards, as well as credit which you use up as you travel.
- Pay as you go Oyster Cards are now accepted on all National Rail services in Greater London



- Several types of tickets and credit can be stored on your Oyster Card.
- You can:
 - Store credit to pay as you go (you are charged for your journeys as you travel with a daily cap)
 - Set up auto top-up so you never run out of credit
 - Add travelcards if they're for longer than a day
 - Add bus and tram passes
 - Add railcards



Benefits

Quicker, cheaper and easier!



- Cheaper fares compared to cash fares
- Oyster automatically works out the cheapest fare
- Add Railcards and get 34 per cent off the daily price cap
- No more queuing for tickets
- No need to buy a specific ticket in advance
- Using an Oyster can save your business time and money by cutting administration costs associated with staff claiming back money for travel

Pool Oyster Cards for your Business

- Smarter Travel can provide your organisation with Oyster Cards topped up with £5 pre-pay for pool use
- These communal Oyster Cards can be used by staff who need to travel on public transport for work purposes
- An auto top-up system is recommended to decrease administration
- Card usage can be tracked at any time for audit purposes

How does the system work?

1. Pre-pay credit is added to the Oyster Card by your organisation
2. Cards monitored by an administrator
3. Staff members travelling by public transport for work purposes request an Oyster Card from the administrator
4. Destinations and card number noted on a log sheet
5. When card is returned log sheet is updated with remaining credit
6. Administrator has checks and balances for audit purposes



Additional Information

- If you are developing a travel plan, Smarter Travel will provide 1 £5 pre-paid Oyster Card for every 10 staff members
- Guidance is available on how to set up pool Oyster Cards including an example log sheet and Transport for London 'Getting around with Oyster' leaflet
- Information on Oyster Cards, how they work, and FAQ's can be found on <https://oyster.tfl.gov.uk/oyster>
- Visit www.smartertravelrichmond.org for more information on travelling around the Borough and various benefits available for your workplace

Questions

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