

How employers benefit

By promoting sustainable transport through Salary Sacrifice on bus travel:

- Employers make a contribution to the local community through their employees taking personal action to reduce traffic congestion, pollution, and their carbon footprint
- Action taken by an employer to reduce traffic congestion and demand for employee car parking can help applications for planning consents
- Raises employee engagement and retention, and supports delivery of salary negotiations and Employer of Choice strategies
- Encourages employee commitment and retention by enabling large discounts on the cost of travel to work and not having to find cash for tickets
- First's web-based portal makes the scheme easy to join and to administer
- Administration is straightforward and robust, with issued tickets valid for just one month at a time, based on advance confirmation by the employer, and with invoicing monthly in arrears
- The employer saves on NI costs, typically about £65 a year per person, depending on individual employees' pay rates

How employees benefit

Employees travelling to work by bus and switching from weekly to TaxBUster tickets can save up to 56% of the cost of their travel. A typical example is given below.

Ticket	Typical Cost of Ticket	Equivalent Cost per Year	Typical Net Cost of Annual Taxbuster Ticket**	Annual Savings	% Savings
Weekly	£18	*£864	£382	£482	56%
Monthly	£65	£780	£382	£398	51%

* Assuming 48 working weeks per year. **For a Higher Rate Tax Payer receiving tickets worth £780

As well as saving money, employees can benefit in other ways too.

- Many people buy a ticket according to how much cash they have available. A significant number may not be able to take advantage of buying a monthly or annual ticket. The Salary Sacrifice TaxBUster scheme enables the employee to benefit from the maximum cost saving from a normal long-term bus tickets.
- There is no need for cash, cheques, or credit card payments to buy tickets
 - The Salary Sacrifice TaxBUster scheme gives protection against ticket and fuel price inflation for a complete year at a time.
 - Each member's ticket is posted directly to a nominated address every month
- Travelling by bus helps to reduce individual's own and their employer's, carbon footprint, helping to make the local area a better place to live in.

Like we said it's a no brainer! Not only can employees benefit but employers too. TaxBUster contributes to your corporate commitment to reducing carbon emissions and making your local town and city a healthier place to work.

Our business transport consultant will be able to answer any questions you have, and their personal contact details can be found on their business card in this information pack.

You could be up and running sooner than you think

Salary Sacrifice TaxBUster

Helping to meet your travel planning objectives



The salary sacrifice scheme is a bit of a "no-brainer" whereby employers save NI costs and employees can obtain as much as 51% tax and NI relief on the cost of an annual bus ticket.

The scheme is easy to introduce and we take care of all the administration.

A WIN WIN scheme for employees and employers

Do you have a large number of employees travelling to work on public transport?

Are you being tasked to set Green Travel Plans to demonstrate your organisation's commitment to reducing its carbon footprint?

Are your staff car parks overflowing, and are you scoping incentives to encourage staff to use alternative ways of commuting to work being scoped?

Is your senior management looking for a joined up Corporate Social Responsibility policy that supports its brand values and market position?

These are just a few of the challenges most organisations are facing today and TaxBUster provides one of the many solutions.

What to do next

We would like to discuss how FirstGroup can help you introduce your Salary Sacrifice TaxBUster scheme.



We have changed from cash to bus passes and initial apprehension has been totally dispelled! Paying for a monthly pass is so much more cost effective, when budgets are stretched. It means the money saved will be used elsewhere.

It is surprisingly easy to administer once a month after the initial application and you have no concerns about holding cash. I'm only sorry we didn't make the change years ago!!

Aileen D.Doran

Learner Services Manager, North Glasgow College



Delivering savings on bus travel for employees

5.5 million people travel on a bus everyday, many of them commuting to work. Our TaxBUStor Salary Sacrifice scheme offers them the opportunity to save on the cost of their travel.

This is part of a Government initiative to allow tax relief on bus travel to work in order to encourage people to use sustainable transport, and contribute towards their Global Commitment to reduce our carbon emissions by 80% by the year 2050.

“ From the beginning when you came and spoke to us about Salary Sacrifice, right through to ordering, receiving and issuing First bus passes and tickets I can assure you that it has been an excellent service.

I have no complaints and appreciate your quick turnaround.

Su Sharma
Annie'sland College

The TaxBUStor scheme gives three types of savings to employees

- discounts compared to weekly tickets
- tax relief on the price of the ticket
- protection against fares and fuel cost inflation for up to one year.

In addition, employers will see reduced NIC costs. This can be as much as £65 per person depending on the employee's pay rate.

Companies are also able to demonstrate how they are encouraging their employees to use greener ways of travelling to work and so include this in their Corporate Social Responsibility and Green Travel Planning policies.

“ We have run a salary sacrifice scheme at Oldham Council for over 6 months. The system was easy to set up and there have been no problems with administration or the process. Over 50 staff members have taken advantage of the scheme as it offers a cheaper alternative form of travel. It also goes a long way in supporting our Travel Plan, Carbon Management Plan and Environmental Management System's aims and objectives of reducing carbon emissions from staff travel.

Angela Carr
Assistant Transport Policy Officer, Oldham Council

Are you aware that your employees could be saving up to 56% on the cost of their bus travel in a year?

What is more, it is not just those who currently travel by bus who can benefit. Commuting to work by car is becoming more costly and stressful, due to increases in congestion, travelling time, higher fuel, road tax, and running costs. Because of this more people are looking at public transport as a viable alternative to driving.

A car commuter has to pay fuel costs, and for the resulting depreciation, and general wear and tear, and maintenance on their vehicle. Using data from a national motoring website, for an average car*** for a 5-mile each way commute, these costs, plus £5 per day parking, add up to about £1,950 per year. **Switching to bus travel, with a TaxBuster ticket, an average car commuter could save £1,565, and 106kg of CO₂ a year.**

*** Price when new of £10 - £13k, with a total annual mileage of 10,000 miles

As bus operators, we encourage the adoption of Salary Sacrifice TaxBUStor. The resulting reduction in traffic congestion allows us to run services more efficiently, improve on our reliability and punctuality and generally offer a better service to our customers.

Attracting more people onto buses will help the Government to get closer to achieving their Climate Change targets, which includes reducing traffic and carbon dioxide emissions.

Four simple steps to get TaxBUStor up and running

Introducing the Salary Sacrifice TaxBUStor scheme is very straightforward and we will help you at every step.

1 Consultation

We will help you evaluate and prepare any documentation that may be required for your organisation's internal approvals. This can include consultations across departmental functions such as Human Resources, Payroll, Legal, and Finance and IT.

We can apply our Travel Planning resources by overlaying transport routes against your locations and your employees' household postcodes to determine the bus services that best fit their home to work, or between places of work, journeys.

2 Planning

Following approval to offer Salary Sacrifice TaxBUStor to employees it is possible to have the scheme up and running within a matter of weeks.

The TaxBUStor scheme is straightforward to set up and administer, and we will work with you to provide the support and guidance to ensure the scheme is a success.

We will provide technical advice and assistance for the company, and liaise with your IT team to set up electronic administration systems and web access for employees to register for the scheme via your intranet.

We can set up a dedicated customer help line to respond to telephone calls, letters and emails from employees about the scheme.

You will need to inform the local HMRC office that the scheme is being introduced.

3 Implementation

Past experience demonstrates that formal, tailored, launches to employees get the best results. These include a range of communications methods including face to face travel clinics as well as other internal and online promotions and newsletters.

Where required we would be able to provide supporting documentation, brochures and marketing material for senior management and employees.

How it works:

- An employee agrees to sign up to the scheme
- The employee logs onto the organisation's intranet site to access the First TaxBUStor site
- The employee 'orders' their ticket (no payment is made by the employee as this will be funded by their employer)
- Orders are totalled up and batched at an agreed period, and a request for this to be validated is sent to the organisation
- Following validation the tickets are posted direct to each employee's nominated address
- A monthly invoice is sent to the organisation from First

4 Ongoing Management

The scheme membership list needs to be reconciled and validated on a monthly basis and approved electronically via the web system.

We recommend that the scheme is promoted regularly through the organisation's internal communications channels. This helps to maintain awareness and prompt new members to join, as their travel needs change or they wish to reduce their carbon footprint.