



RAIL PASS PROGRAM

Employees represented by Unifor
Retirees formerly represented by Unifor (or CAW)

PLAN OBJECTIVE

Provide free rail transportation privileges in Economy class to employees represented by Unifor (collective agreements 1, 2 or 3) and to retirees formerly represented by Unifor (or previously CAW) as well as to their spouses and dependants.

DEFINITIONS

For the purposes of this Rail Pass Program, the following definitions apply:

Employee - Primary Rail Pass Holder

Employee represented by Unifor, with a unique discount code

- “U1”, “U2” or “U3”

Retiree - Primary Rail Pass Holder

Retiree formerly represented by Unifor (or previously CAW), having a unique discount code:

- “RU”, “RD”, “RT” or “R9”.

Spouse - Rail Pass Holder

A spouse is the person legally married to the primary rail pass holder, or the common law spouse who has been living permanently with the primary rail pass holder for at least one (1) year. Unique discount codes for spouses are as follows:

- Spouse of an active employee: “S1”, “S2”, “S3”
- Spouse of a retiree: “SU”, “SD”, “ST” or “S9”

Dependant - Rail Pass Holder

The dependant must meet the following criteria to be eligible for a rail pass. The dependant is the child:

- of the primary rail pass holder, of the spouse of the primary rail pass holder or of the unmarried child of the primary rail pass holder (if, in this latter case, the unmarried child lives with the primary rail pass holder on an ongoing basis), and whom is entirely dependant on the primary rail pass holder; or
- whom the primary rail pass holder has adopted and is entirely dependant on the primary rail pass holder;

AND

- whom is under 21 years of age (provided that the child does not work more than 30 hours per week, unless the child is a full-time student); or
- whom is under 25 years of age if the child has been attending a recognized educational institution for at least 15 hours per week. (Note: for dependants 21 years of age and under 25, proof of school attendance must be submitted twice per year, in January and September); or
- whom is any of age if the child is living with a disability.

Unique two letter discount codes for dependants are as follows:

- Dependant of active employee: “D1”, “D2” or “D3”
- Dependant of retiree: “DU”, “DD” or “DT”

Guest

A guest is a friend, a business relation or a family member other than the spouse or dependant rail pass holders.

General Public Fare

The price, including taxes, the general public would pay for an identical booking.

ELIGIBILITY

The following criteria determine who is eligible to receive a rail pass:

- Employees - after one year of cumulative compensated service
- Retirees must be at least 55 years of age and have completed 2 years of VIA Rail service

FREE TRANSPORTATION PRIVILEGES

VIA Rail offers free rail transportation privileges for personal train travel on VIA Rail trains in Economy class to:

- Employees, their spouses, and dependants
- Retirees, their spouses, and dependants
- Non-VIA Rail Unifor union official representatives¹.

At time of booking, restrictions may apply.

¹ The Corporation, in its sole and absolute discretion may provide a temporary rail pass to Unifor union representatives whose primary assignment is VIA Rail and who the Corporation believes would benefit from greater exposure to our products and services. Such temporary rail pass can be withdrawn by the Corporation at any time on 30 days' prior written notice.

➤ TAXABLE BENEFIT ON FREE TRANSPORTATION PRIVILEGES

- Free transportation privileges for employees and retirees are not a taxable benefit².
- Free transportation privileges for spouses and dependents are a taxable benefit to the employee or retiree².
- The taxable benefit amount is based on the price the general public would pay for an identical booking (public fare, including taxes). For upgrades, determination of the taxable benefit is based on the same principle but does not include the amount paid for the upgrade.

TIP: *To minimize the impact of the taxable benefit amount, we recommend that you book in the lower fare classes when booking in Economy, Business and Sleeper Plus classes (i.e. Escape, Business and Sleeper Plus Discounted fares).*

- The total annual taxable benefit amount will be added on the employee's or retiree's income tax slips of the year of travel.

Note: Employees and retirees will receive cumulative quarterly reports, identifying the taxable benefit amounts for all trips travelled by a spouse and/or dependants.

➤ SUPPLEMENTAL CHARGES

For upgrades to service classes other than Economy class, employees and retirees, their spouses and dependants must pay a supplement:

- Business and Business Plus
- Touring
- Sleeper Plus Regular and Sleeper Plus Discounted

➤ LAST-MINUTE BOOKING

A last-minute booking is any trip booked the day prior to departure time. This applies to both the outbound and return trip tickets. Free travel booked under this condition by spouses and dependants is considered a non-taxable benefit for the employee or retiree.

Guests may accompany the primary rail pass holder free of charge starting October 1, 2025; several conditions apply:

Conditions:

- This privilege cannot be applied during working hours
- Guests must travel with the primary cardholder on the same date on the same train, in the same class and on the same itinerary
- A maximum of five (5) guests may accompany the primary rail pass holder
- The primary holder must have made a single reservation that includes them and all guests
- This last-minute privilege only applies to Economy class, according to established policy
- Tickets must be printed in advance or presented on a mobile device to be presented when required

To make as many seats available as possible to our paying customers, it is forbidden for rail pass holders to book a seat in advance, cancel it and rebook again at the last minute. **Please refer to the *Infractions/Consequences* section on page 8 regarding pre-booking tickets and cancelling reservations to convert the original reservation to a Last-Minute booking.**

² Subject to Revenue Canada Regulations and Revenue Québec for Quebec residents

COMMUTER TICKETS

Commuter tickets for rail pass holders no longer exist. Rail pass holders who need to travel on segments that cannot be booked in ReserVIA will be able to travel without a reservation following the procedures below:

1. Present themselves to the Service manager prior to boarding and present their VIA employee pass for validation.
2. At train departure, the employee can occupy any available seat in the Economy class. If a paying passenger presents themselves for the seat in which they have chosen to occupy, they must offer the seat to the paying passenger and relocate to the next available open seat.
3. The Service Manager will manually add the employee to their manifest using the ADDPAX QR code.

Note – For stations that are not listed above, the employee is required to make a reservation through their profile on ReserVIA and present their ticket to the SM as per any regular trip.

Short segments not configured in ReserVIA (both directions):

Departure station	Arrival station
Montreal (MTRL)	Saint Lambert (SLAM)
Charny (CHNY)	Quebec City (QBEC)
Charny (CHNY)	Sainte- Foy (SFOY)
Guildwood (GUIL)	Toronto (TRTO)
Fallowfield (FALL)	Ottawa (OTTW)
Montreal (MTRL)	Dorval (DORV)
Mikado, SK (MIKA)	Canora, SK (CANO)
Mikado,SK (MIKA)	Hudson Bay, SK (HBAY)
Mikado, SK (MIKA)	Reserve, SK (RSRV)
Mikado, SK (MIKA)	Endeavour, SK (ENDV)
Mikado, SK (MIKA)	Sturgis, SK (STGS)
Veregin, SK (VERE)	Canora, SK (CANO)
Veregin, SK (VERE)	Hudson Bay, SK (HBAY)
Veregin, SK (VERE)	Reserve, SK (RSRV)
Veregin, SK (VERE)	Mikado, SK (MIKA)
Veregin, SK (VERE)	Endeavour, SK (ENDV)
Veregin, SK (VERE)	Sturgis, SK (STGS)
Niagara Falls (NIAG)	Niagara Falls, NY (NFNY)

This is considered a non-taxable benefit.

GENERAL CONDITIONS

- All rail pass holders must have in their possession prior to boarding:
 - a valid rail pass
 - a boarding pass (printed or available on a mobile device)

All rail pass holders must have an online VIA profile to book travel using their rail pass. Please refer to the instructions on how to add your rail pass number to your profile as well as how to make a reservation online.

- Tickets for all rail pass holders cannot be obtained/purchased on board the train.
- Dependants under the age of 2 do not require a rail pass.
- Spouses do not need to be accompanied by the primary rail pass holder.
- Dependants 13 years of age and up do not need to be accompanied by the primary rail pass holder provided there is no overnight travel or connections involved in the journey. Note that dependants between the ages and 8 and 12 may travel alone using the Unaccompanied Minor service and pay the applicable service charges.
- Reservations for travel in Economy class must be made online at viarail.ca, whenever possible. VIA Rail employees who are members of Unifor, their spouses and dependants must contact a Telephone Sales Agent (TSA) or consult a Counter Sales Agent (CSA) **ONLY** in the following situations:
 - To make a booking that cannot be booked online, such as:
 - A reservation in Business, Sleeper Plus or Touring class
 - Over-occupancy (i.e. a cabin for 2 occupied by more than two people; ex: 2 adults and one child)
 - Under-occupancy (i.e. a cabin for 2 occupied by only 1 person)
 - To book an accessible cabin
 - To book a child travelling alone (i.e. dependant with rail pass aged 8 to 12)
 - To modify a booking made online or a booking made by a VIA Rail agent, in the situations below:
 - To make any change to a booking in Business, Sleeper Plus or Touring class
 - To make certain changes to bookings in Economy class, such as:
 - If seats are not together or in the same car and cannot be modified online
 - To add or change a special service request if special needs are required
 - To change or cancel a booking with cross-border travel on Amtrak trains
 - To change an origin or destination
 - To add a passenger
 - To change a passenger type or name
 - To add or remove checked baggage
 - To add or remove a pet to an existing reservation
 - For any rail pass booking where the fare is \$0, if a minimum fee is applied when trying to make a modification to the reservation, you must cancel and rebook instead.
 - Retirees can contact a Telephone Sales Agent or consult a Counter Sales Agent to make their reservation at any time. All effort must, however, be made to make reservations online for travel in Economy class.

Baggage Allowance

Everyone travelling must respect the baggage policy in effect. Fees for extra carry-on or checked baggage are not covered under the rail pass program and must be paid by the rail pass holder.

Other Fees

Fees for other optional services such as seat selection, pet on board, unaccompanied minor, etc. are not covered under the rail pass program and must be paid by the rail pass holder.

Meal Selection

When on board, all rail pass holders must give up their seats, sleeping accommodations, meals or meal choices whenever requested by on-train employees. For meals and meal choices, it is expected that rail pass holders will identify themselves and request to be served after all revenue passengers have been served.

Duty to assist

In the event the train is involved in an incident response, all VIA Rail employees, physically capable of providing assistance, must report to the person in charge and follow their guidance.

Restrictions

- This program is not valid in *Prestige Sleeper* class.
- No other discounts will be applicable (ex: late train credits, or any other discount requiring a discount code, such as CAA, Corporate or Convention fares, etc.)
- Other restrictions may apply at time of booking.
- In the event of the death of the primary rail pass holder, all passes for family members (spouse and dependents) will terminate on the date of death.

Cancellations

- All cancellations must be made prior to travel date and time, when not travelling.

Note: Terms and conditions of this program are subject to change.

ADMINISTRATION OF RAIL PASSES

Issuance of rail passes

Rail passes are issued and distributed to all rail pass holders by VIA Rail's Shared Services; you can request it on [Service Now](#).

Loss of a rail pass

All rail pass holders are to immediately report the loss of their rail pass to Shared Services.

Travelling without your rail pass in an emergency

All rail pass holders who must purchase a ticket while not in possession of a rail pass due to an emergency situation (i.e. serious illness or death in the family), may obtain a refund for the amount of basic transportation purchased (i.e. amount, less surcharges).

To obtain a refund, the original receipts as evidence of fares paid and the reason for the trip should be submitted to the Shared Services department.

Termination

Employees who terminate their service with VIA Rail for any reason must surrender all rail passes in their possession, including those issued for their spouse and/or dependants. Rail passes must be returned to Shared Services.

ADMINISTRATION OF RAIL PASSES (cont'd.)

Leaves of absence

Anyone retaining an employee/employer relationship but unable to work due to:

<u>TYPE OF LEAVE</u>	<u>EFFECT ON RAIL PASS PRIVILEGE</u>
Sickness or injury	Retain while disabled
Authorized Personal leave	Retain for a period of 1 month, then suspend privileges
Lay-off	Retain during entire period of lay-off
Maternity, parental or adoption leave	Retain during entire period of leave
Educational leave	Retain during entire period of leave
Service in the Armed Forces of Canada	Retain for service which is recognized as pensionable service
Held out of service pending investigation	Retain privileges
Holding Public Office	Suspend privileges
Suspension of work or Unauthorized leave	Suspend privileges

ADMINISTRATION OF RAIL PASSES (cont'd.)

Suspension or termination of rail pass privileges

A rail pass holder may be subject to sanctions for infractions to the rail pass program.

INFRACTIONS	CONSEQUENCES
Fraudulent use of a rail pass by main rail pass holder	Corrective discipline, up to and including dismissal.
Fraudulent use of a rail pass by a spouse or dependant of a primary rail pass holder	<p>Permanent suspension of the spouse's or dependant's rail passes privileges.</p> <p>Primary rail pass holder is financially responsible for the reimbursement of the full transportation fare for the trip made through the fraudulent use of the rail pass.</p>
Failure by primary rail pass holder to advise Shared Services of rail pass cancellation due to: Dissolution of a marriage or a common-law relationship.	Reimbursement of all transportation charges incurred through spouse's rail pass by individuals no longer entitled to rail pass privileges
Misconduct in a station or on a train by any rail pass holder	Suspension of the rail pass privileges. For primary rail pass holder, corrective discipline, up to and including dismissal.
Any rail pass holder cancelling a previous reservation for a spouse or a dependent in order to convert the original reservation to a Last-Minute booking.	Suspension of the rail pass privileges and, for primary rail pass holders, corrective discipline, up to and including dismissal.
Failure by any rail pass holders to cancel a reservation prior to departure when not travelling	<p>Suspension of the rail pass privileges and for primary rail pass holders, corrective discipline, up to and including dismissal.</p> <p>Will generate a taxable benefit for the employee and retiree.</p>