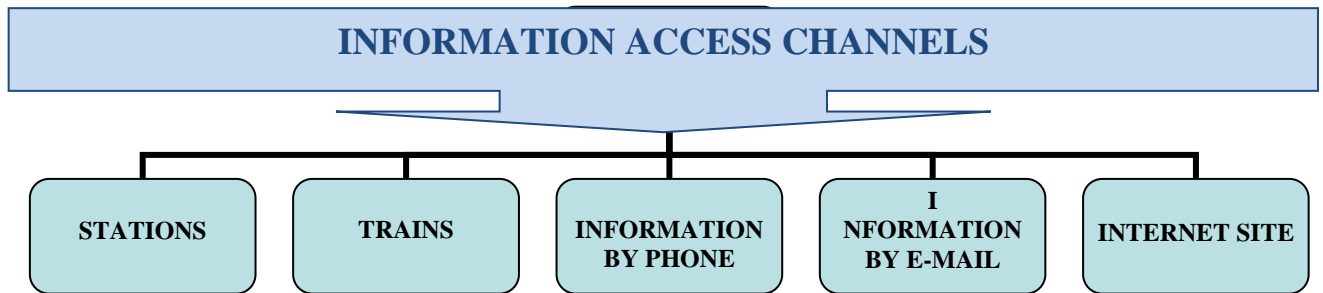


**JSC „LITHUANIAN RAILWAYS“  
PASSENGER TRANSPORTATION DIRECTORATE  
QUALITY REPORT OF SERVICES PROVIDED IN 2015**

(Following (EC) No 1371/2007 of the European Parliament and of the Council  
*On rail passengers' rights and obligations*)

## 1. Information and tickets



In order to ensure high quality of provided services JSC „Lithuanian Railways“ provides information on the transportation of passengers by rail in different means and ways: at railway stations, on board of trains, by phone and on the official company’s website [www.litrail.lt](http://www.litrail.lt).

### PROVISION OF INFORMATION AT STATIONS

Passengers at stations are provided verbal, written, sound and visual information (if equipment for provision of such information is available). Passengers at railway stations are provided verbal information about train timetables, routes, journey ticket prices, their purchase possibilities, departure/arrival tracks, passenger rights and obligations, legal acts regulating carriage of passengers, facilities for disabled persons on board of trains, at infrastructure facilities and other information related to JSC “Lithuanian Railways” passenger transportation services.

Verbal information at all staffed stations is provided by:

- 14 operators;
- 11 on-duty technicians;
- 5 station watchers;
- 55 sales agents;
- 60 ticket office workers.

Employees who provide passengers information at stations, improve their qualification in seminars and technical training organized at the company. In 2015 all such employees participated in technical (provision of service to disabled persons and persons with reduced mobility, submission/acceptance of claims at stations) and *Passenger service standard* training (code of conduct of employees who provide service, requirements and rules in providing service rail passengers), some employees improved their English language skills.

Written information is available at all railway stations and stops with a difference in its amount. Written information provided at staffed railway stations includes general passenger transportation rules, order of submission and handling of requests/claims, other legal acts, regulating passenger rights and obligations, train timetables, costs of services, conditions for assistance to disabled persons and persons with reduced mobility and other relevant to passengers information that is set by law. Smaller unstaffed railway stations provide information on the nearest railway stations where passengers can purchase tickets, phone number for information and reservation of assistance to disabled persons and persons with reduced mobility, train timetable.

About 158 000 leaflets with train timetables are distributed to passengers every year. Other type of promotional information is also provided at stations.

Sound and visual information at Vilnius and Kaunas railway stations informs about arrival and departure of trains, arrival and departure tracks, platforms, time, etc. Moreover, additional information provided in written and visual form includes notifications about special offers, discounts and extra services.

### **PROVISION OF INFORMATION ON TRAINS**

Passengers on board are provided verbal, written, sound and visual information (where special equipment for provision of such service is available). Verbal information on board of trains is provided by:

- 15 train chiefs;
- 161 carriage attendants;
- 65 train conductors;
- 6 train inspectors.

On-board staff provides passengers en route information about the services on board, journey route, stations/stops, the nearest stops, delays, main legal acts regulating the carriage of passengers, their rights and obligations, order of submission and handling of requests/claims, safety other relevant to passengers information related to services provided by the company. If on-board staff can not provide the required information they inform passengers about the possible ways how this information can be obtained or indicate the people who can provide it.

On-board staff who provide information to passengers improve their qualification in seminars and technical training organized at the company. In 2015 all on board train staff participated in technical training. They were instructed on the topics of information to passengers provision, provision of service to handicapped persons, first aid and hygiene skills, working hours and payroll accounting, staff motivation and other topics.

Audio-visual information is provided on board of trains where special equipment for provision of such service is available. On board of trains where visual audible equipment for provision of information is not available, information about stops is provided by train staff.

Visual and audio information on board of trains informs passengers about train route, stations and stops, approaching stops, code of conduct on board and other accessible services.

Written information provided on board of all trains includes general passenger transportation rules, order of submission and handling of requests/claims, other legal acts, regulating passenger rights and obligations, train timetables and other information relevant to passengers that is set by law. This information is displayed in on special stands that are clearly visible and easily accessible to passengers in every car on board.

Written advertising information is also provided on board of trains.

### **RPROVISION OF INFORMATION BY PHONE**

Information is provided 24 hours by phone 8 700 55 111. Phone operator provides information about:

- Conditions of carriage;
- ticket prices;
- categories of trains;
- car classes;
- luggage transportation;
- timetables;
- facilities for disabled persons on board and on infrastructure objects, conditions for reservation of necessary assistance;
- claim handling and reply submission order;

- other relevant information related to transportation of passengers by rail.

Year	Number of serviced passengers by phone	Change
2015	72 000	3 per cent fewer passengers were served in 2015 than in 2014.
2014	75 000	

### PROVISION OF INFORMATION BY E-MAIL

To receive all the needed information and to submit questions related with passenger transportation by rail activity clients can by e-mail: [passenger@litrail.lt](mailto:passenger@litrail.lt). All the requests sent to other official e-mail addresses of the company are directed to responsible employees who immediately prepare the answer and send them back to the relevant person. In 2015 information by e-mail was provided about 800 times.

Passengers who participate in the company's loyalty program (over 28000 passengers purchased loyalty cards by the end of 2015) are provided all the news by e-mail in the form of newsletters. Usually this information is related with the discounts applied for loyalty card holders, special offers to passengers, etc.

### PROVISION OF INFORMATION ON THE WEBSITE

All the relevant information of different divisions of JSC „Lithuanian Railways“ is placed on the official internet website of the company at [www.litrail.lt](http://www.litrail.lt). On the 26<sup>th</sup> of February, 2015 the website [www.traukiniobilietas.lt](http://www.traukiniobilietas.lt) was launched. The website provides documentation regulating the carriage of passengers, information about other services, timetable search, constantly renewed information on train delays and timetable changes. Passengers who use online banking services can purchase electronic train tickets or loyalty card on the website. There is also a possibility to register and follow your travel history.

JSC “Lithuanian Railways” also have Facebook account where passengers are informed about rail innovations, special offers, etc.

*Information on train timetables, their changes or possible train delays is constantly renewed. Passengers are informed about planned changes on the website [www.traukiniobilietas.lt](http://www.traukiniobilietas.lt). Active link directing users to the website about the timetable changes is also provided on the company's website [www.litrail.lt](http://www.litrail.lt)*

### PROVISION OF INFORMATION FOR PERSONS WITH DISABILITIES

Information to disabled persons is provided by all the means mentioned above, considering their special needs, i.e. on trains (on board of double deck electric trains the main information is available in Braille), at stations (verbally, in writing, by visual and audio means), by e-mail, by phone and on the website.

Information for disabled persons is provided in access rules (applied for transportation of disabled persons and persons with reduced mobility) includes information on journey conditions and assistance free of charge, availability of train railway infrastructure and facilities on board, journey planning guide for passengers with visual, auditory and mobility impairments. Printed access rules are distributed at railway stations, on board of some trains and on forum of disabled persons of Lithuania. Electronic version of the rules can be downloaded from the company's website.

## TICKET PURCHASE POSSIBILITIES

Tickets for journey by rail are sold at all railway stations where ticket offices are available, on board of trains and online (on website [www.traukiniobilietas.lt](http://www.traukiniobilietas.lt)). Tickets may also be booked in advance by phone nr. 8 700 55 111. However, tickets can be purchased only at ticket offices. Tickets are distributed by 3 travel agencies.

Information on possibilities to purchase tickets is provided by phone, on internet websites: [www.litrail.lt](http://www.litrail.lt) and [www.traukiniobilietas.lt](http://www.traukiniobilietas.lt), by e-mail, at stations and on board of trains where on-board staff is available. At unstaffed railway stations passengers are provided written information about nearest railway stations where tickets can be purchased. At ticket offices they can be purchased in advance: 30 days prior to the departure of domestic trains and 45 days prior to the departure of international trains.

Tickets are divided into:

- single (personal and group tickets);
- fixed term (valid for 10 and 20 calendar days; daily, valid on workdays and the ones valid on weekends for 1, 2 or 3 months).

	2015	2014
<b>Total amount of tickets sold, from which:</b>	<b>3,75 mln.</b>	<b>4 mln.</b>
a) <i>for journeys on domestic trains:</i>	<i>3,4 mln.</i>	<i>3,6 mln.</i>
b) <i>for journeys on international trains:</i>	<i>0,35 mln.</i>	<i>0,46 mln.</i>
<b>Total number of seats booked by phone:</b>	<b>1491</b>	<b>2640</b>
<b>Total number of bicycle tickets sold:</b>	<b>14859</b>	<b>8492</b>
<b>Total number of tickets with loyalty program sold :</b>	<b>282 500</b>	<b>198000</b>
<b>Total number of discounted tickets sold:</b>	<b>1013829</b>	<b>1143230</b>

## 2. P u n c t u a l i t y   o f   p r o v i d e d   s e r v i c e s

### LATE RUNNING OF LOCAL AND INTERNATIONAL TRAINS (PERCENTAGE)

	2014	2015	Change (%)
<b>Total punctuality of trains:</b>	<b>98.4</b>	<b>98.3</b>	<b>-0.1</b>
<b>domestic:</b>	98.2	98.3	+0.1

<b>international :</b>	95.1	94.3	-0.8
<b>Delays of departing trains:</b>			
	<b>0.4</b>	<b>0.3</b>	<b>-0.1</b>
<b>domestic:</b>	0.4	0.3	-0.1
<b>international:</b>	0.3	0.3	<b>0</b>
<b>Total late running of trains:</b>	<b>1.6</b>	<b>1.7</b>	<b>+0.1</b>
<b>Late running of arriving domestic trains:</b>	<b>1.6</b>	<b>1.6</b>	<b>0</b>
<i>less than 60 min.</i>	98.26	97.7	+0.58
<i>60–119 min.</i>	1.48	1.88	+0.4
<i>120 min. and more</i>	0.22	0.41	+0.19
<b>Late running of arriving international trains:</b>	<b>2.5</b>	<b>6.8</b>	<b>+4.3</b>
<i>Less than 60 min.</i>	92.85	97.47	+4.62
<i>60–119 min.</i>	5.19	1.68	-3.51
<i>120 min. and more</i>	1.94	0.84	-1.1
<b>Missed connections to other trains:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cancellation of international and domestic trains:</b>	<b>1.05</b>	<b>5.89</b>	<b>+4.84</b>
<b>domestic:</b>	1.13	6.34	+5.21
<b>international:</b>	0.21	0.44	+0.23

Due to unforeseen cases, 1 local train was cancelled in 2015.

- emergency situations – 1;
- failures – 8;
- force majeure – 0;
- running shortened route – 7.

If due to unforeseen reasons a train stops and remains standing on the road or is delayed for more than 60 min. on board staff, if possible, provides passengers drinks and refreshments; responsible divisions of the company organize alternative transport, i.e. bus transport for carriage of passengers. In 2014 due to disturbances of railway transport, carriage of passengers by buses or other type of transport

was ordered 1 time. The carriage was organized due to „Rail Baltica“ project work, late running of Polish railways trains, accidents and other traffic disturbances. If due to objective reasons passengers can't reach their destination on the same day, they are provided hotel accommodation. Such cases did not occur during the reporting period.

Staff of JSC „Lithuanian Railways“ who provide service to passengers as well as employees of other company's divisions responsible for traffic management are periodically trained and instructed on the management of extreme situations and service of passengers under disrupted traffic conditions.

### 3. Cleanliness of rolling stock and station facilities

In order to ensure neat and pleasant environment to its passengers JSC „Lithuanian Railways“ passenger transportation directorate pays particular attention to cleanliness of operated trains and station facilities. Therefore, rolling stock and station facilities are daily cleaned: floor is constantly mopped, rubbish is collected, the right air quality in carriages is maintained, the stairs of carriages are swept, toilets are tidied and cleaned.

International and local passenger trains are cleaned before and after the journey, at least two times a day and if needed, during the journey. Toilets are cleaned at least 4 times a day. On the above mentioned trains cleanliness and order of the carriages is assured by train attendants.

Diesel and electric passenger trains are cleaned at least 1-2 times a day, before and after the journey (depending on the number of journeys). On board toilets are cleaned before every trip, they have to be supplied with hygiene remedies and disinfectants. Rubbish in carriages need to be collected and optimal temperature maintained.

The biggest stations in Lithuania are cleaned at least 4 times a day and when needed<sup>1</sup>, toilets – 2 times a day, the rubbish is taken out at least twice a day. Smaller stations are cleaned once a day and when needed.

Good air quality in carriages is assured by air conditioners and air filters which are periodically cleaned during planned maintenance processes and replaced when needed.

All notifications about possible violations of hygiene norms are quickly reacted, information is sent to responsible divisions and elimination of consequences process is strictly controlled. Planned and unplanned inspection of cleanliness of on-board and station facilities are periodically organized for the employees of the company, responsible divisions and established commissions. During 2015 year, 61 cases of such inspection were performed. 14 inadequacies to meet cleanliness norms were detected.

The inadequacies found were eliminated. In order to prevent the repetition of similar cases in the future, the control was toughened, disciplinary punishment was applied for responsible employees.

### 4. Passenger surveys on quality of provided services

In order to improve the quality of provided services and adapt to passenger needs, company employees constantly carry out passenger surveys on board of trains.

***Routes Kazlų Rūda – Kaunas ir Kaunas – Vilnius (121 respondents)***

*The aim of the survey – to find out if passengers would like to have the opportunity to transfer from train Nr. 688 Kazlu Ruda-Kaunas to train Nr. 842 Kaunas-Vilnius at Kaunas railway station. Therefore, train Nr.842 Kaunas-Vilnius departure*

*time would need to be postponed by 15 min.*

Leave the existing departure time of train Nr. 842 Kaunas-Vilnius at 21:28 from Kaunas	16 %
Organize the transfer from train Nr.688 Kazlu Ruda-Kaunas to train Nr 842 Kaunas-Vilnius at Kaunas railway station, which would depart Kaunas at 21:45 and would arrive to Vilnius at 23:00.	40 %.
Not relevant	44 %.

***Route Vilnius – Varena – Marcinkonys (924 respondents)***

***Sex***

**Female – 57 %.**  
**Male – 43 %**

***Age***

**10-20 years – 13 %**  
**21-30 years – 27 %.**  
**31-50 years – 31 %**  
**51-60 years – 19 %**  
**61 years and over – 10 %**

***Occupation***

**Secondary school student - 6 %**  
**Student - 18 %**  
**Working - 57 %**  
**Jobless - 6 %**  
**Retired - 9 %**  
**Other - 4 %**

***Comfort of trains***

**1 point – 1 %**  
**2 points – 5 %**  
**3 points – 24 %**  
**4 points – 40 %**  
**5 points – 30 %**

***Cleanliness on board of trains***

**1 point – 2 %**  
**2 points – 4 %**  
**3 points – 11 %**  
**4 points – 39 %**  
**5 points – 44 %**



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*Information provided to passengers at stations*

{ 1 point – 1 %  
2 points – 2 %  
3 points – 7 %  
4 points – 31 %  
5 points – 59 %

*Timetable*

{ 1 point – 3 %  
2 points – 9 %  
3 points – 21 %  
4 points – 28 %  
5 points – 39 %

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***Route Vilnius – Klaipėda – Vilnius (311 respondents)***

<b><i>Age</i></b>	{ 10-20 years – 12 % 21-30 years – 32% 31-50 years – 24 % 51-60 years – 14 % 61 years and over – 7 %         }
<b><i>Occupation</i></b>	{ Secondary school student – 2 % Student – 24 % Working – 56 % Jobless – 4 % Retired – 14 % Other – 2 %         }
<b><i>Responsiveness of on-board staff</i></b>	{ 1 point – 0 % 2 points – 0 % 3 points – 1 % 4 points – 12 % 5 points – 87 %         }
<b><i>Fast trains</i></b>	{ 1 point – 1 % 2 points – 0 % 3 points – 5 % 4 points – 32 % 5 points – 71 %         }
<b><i>Slow trains</i></b>	{ 1 point – 7 % 2 points – 6 % 3 points – 20 % 4 points – 38 % 5 points – 29 %         }
<b><i>Timetable</i></b>	{ 1 point – 1 % 2 points – 4 % 3 points – 15 % 4 points – 37% 5 points – 43%         }

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*Additional services on board*

1 point– 8 %
2 points – 7 %.
3 points – 19 %
4 points – 28 %.
5 points – 38 %

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***Route V i l n i u s – Klaipėda – Vilnius (315 respondents)***

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***Fast train would depart Klaipėda at 07:05*** arriving to Šiauliai at 8.40 and to Vilnius at 10.50. ***Slow train would depart Klaipėda at 09:53*** arriving to Kretinga at 10.13, to Plungė at 10.44, to Telšiai at 11.06, to Šiauliai at 11.53 to Radviliškis at 12.15, to Kėdainiai at 12.59, to Jonava at 13.25, to Kaišiadorys at 13.52 and arriving to Vilnius at 14.40.

{ 59 %

***The slow train would depart Klaipėda at 06.40*** arriving to Kretinga at 07.00, to Plungė at 07.29, to Telšiai at 07.51, to Šiauliai at 08.38 to, Radviliškis at 09.00, to Kėdainiai at 09.44, to Jonava at 10.10, to Kaišiadorys at 10.37 and arriving to Vilnius at 11.25. ***The fast train would depart Klaipėda at 10.40*** arriving to Šiauliai at 12.17 and to Vilnius at 14.27.

{ 39 %

*Both options apply*

{ 2 %

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The data received having interviewed passengers on board is used in making new or correcting old train timetables so they would best meet needs of passengers. During surveys passenger suggestions, requests on quality of provided services are also collected. The summarized data is transferred to responsible divisions which make decisions and organize implementations of measures that meet the needs of passengers and technical possibilities.

## 5. Handling of complaints

Information on handling of complaints is provided on the company's website [www.litrail.lt](http://www.litrail.lt) (*Passenger transportation – Claims and requests*), at railway stations, by phone nr. 8 700 55 111 and on board of trains.

Following the valid order, claims/requests written in clear and legible national (Lithuanian), English and Russian languages are processed in the company. Passengers who intend to write a claim/request to JSC „Lithuanian Railways“ administration are recommended to fill in a form which is available at ticket offices of railway stations (during working hours), on board of trains or to complete a special claim/request form on the website [www.litrail.lt](http://www.litrail.lt) (*Passenger transportation – Claims and requests*). A claim/request can also be submitted by e-mail or regular mail.

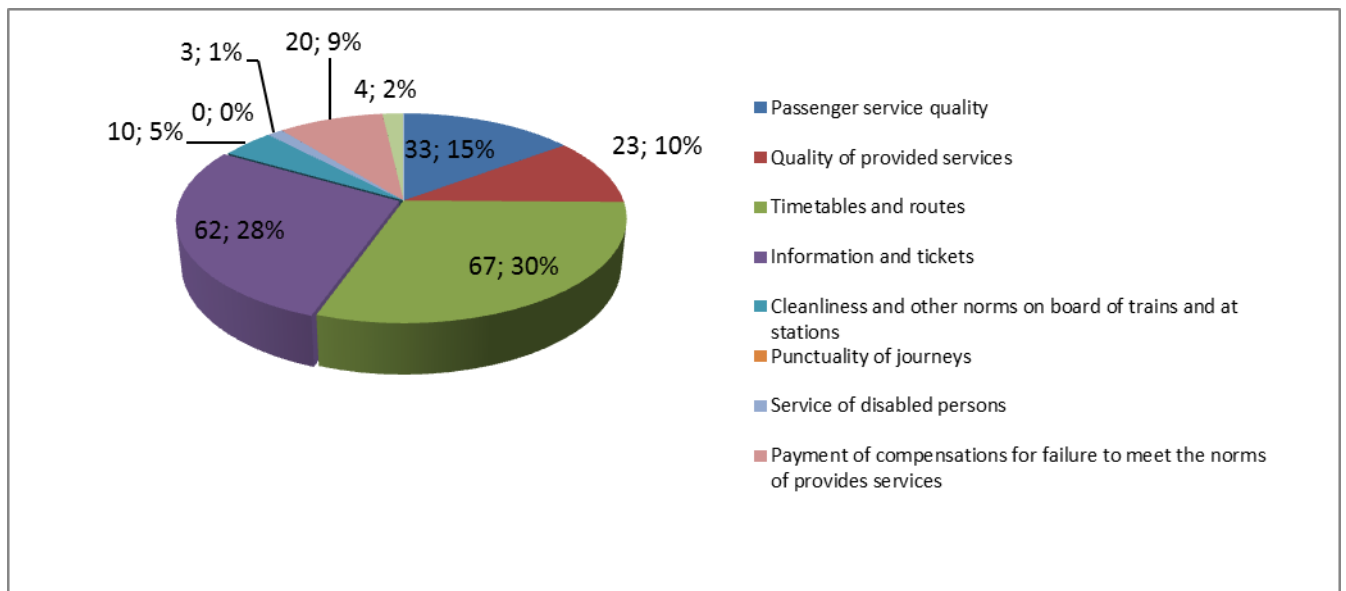
A claim/request should be processed within one month from the date of its submission. When due to objective reasons the handling procedure of a claimant's claim/request can't be completed within the given period, a claimant is informed about it in writing no later than one month from the date of the submission of a claim/request. The reason for prolongation of the submission period has also to be indicated. In all cases a claim/request handling period cannot be longer than 3 months from the date of its submission.

If a passenger is not satisfied with the reply to his claim, he can submit a claim to State Consumer Rights Protection Authority which is obliged to handle consumer claims related with the infringements of rail passenger rights provided in (EC) No 1371/2007 of the European Parliament and of the Council of 23 October 2007 *on rail passengers' rights and obligations*. A passenger also has the right to take legal action regarding a claim that has been satisfied or partly satisfied by a railway undertaking or if he has not received a reply to his claim from a railway undertaking within the given period of time.

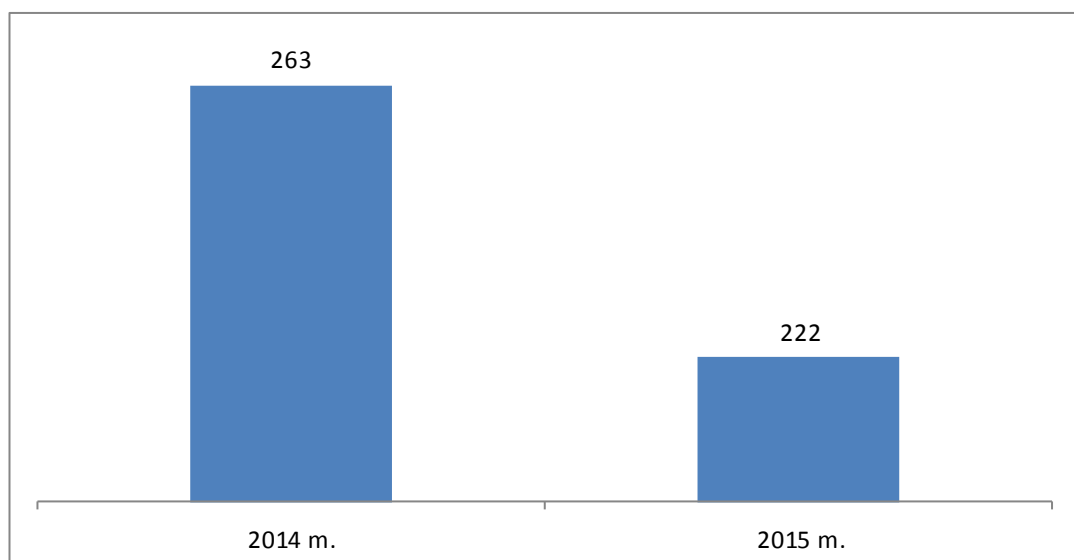
### *Passenger claim/request statistics*

Claim/request categories	Number of claims/requests in 2015 (quarters)			
	I	II	III	IV
Quality of passenger service	8	11	6	8
Quality of provided services	5	7	6	5
Timetables and routes	13	17	22	14
Information and tickets ( <i>provision of information on trains, at stations, on the website of the company, sale of tickets, loyalty program</i> )	7	8	35	12
Cleanliness and other norms on trains and at stations	1	3	6	0
Punctuality of trips	0	0	0	0
Payment of compensations for inadequacy of quality norms of provided services ( <i>late running of trains, cancellations, violation of hygiene norms, etc.</i> )	5	5	6	4
Other	2	1	1	0
<b><i>In total during a quarter:</i></b>	<b>43</b>	<b>52</b>	<b>83</b>	<b>44</b>
<b><i>In total during a year:</i></b>	<b>222</b>			
<b><i>Average time of reply to claim/request ( days)</i></b>	<b>~10</b>			

The majority of claims/requests JSC „Lithuanian Railways“ Passenger transportation directorate in 2015 received regarding *Timetables and routes* (30 %) and *Information and tickets* (28 %).

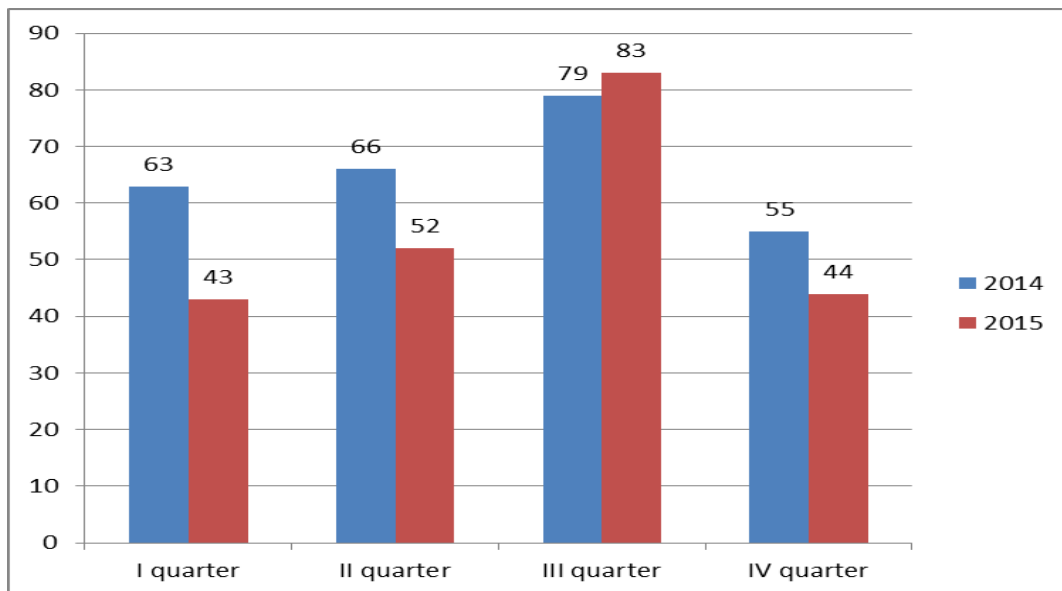


Pic. 1. Distribution of claims/requests based on categories in 2015.  
(Nr. of claims/requests; per cent).



Pic. 2. Number of claims/requests in 2014 – 2015.

In 2015 JSC “Lithuanian Railways” Passenger transportation directorate received 222 claims/requests which is 16% fewer comparing with 2014 (pic.2.).



Pic. 3. Claim/request distribution in 2014 - 2015 (quarters)

*The following measures were applied to improve quality of services:*

- planned and unplanned meetings and additional training was organized to instruct employees who provide service to passengers on quality standard implementation and other relevant topics;
- in 2015, to satisfy passenger needs having regard to their requests and data of carried out surveys, train routes, frequency and number of stops were corrected and train timetables were changed;
- commission of supervision implementation of provided services quality standards periodically assessed main activity processes, controlled how implementation of provisions of legal acts is ensured;
- In order to facilitate purchase of tickets, online ticket reservation and sale system is being implemented.

## **6. Assistance provided to disabled persons and persons with reduced mobility**

The company is trying to provide favourable and easily accessible journey conditions to all passengers, paying particular attention to people with mobility impairments. By applying technical and organizational means, obstacles which passengers with special needs have to deal with are constantly eliminated: new trains adapted to people with special needs are purchased, infrastructure facilities are modernized, technical measures (elevators, special lifts, ramps) are installed. Moreover, there is constant cooperation with organizations that unite disabled people (Forum of disable people in Lithuania), staff training is organized, other good practice examples are also applied.

Part of passenger carriages operated by JSC „Lithuanian Railways“, electric and diesel trains are already adapted to disabled persons and persons with reduced mobility. Taking into consideration into the requirement of legal acts and disabled persons' needs the number of such trains is constantly growing. At the moment „Lithuanian railways“ Vilnius – Kaunas – Vilnius route operates 10 modern double deck trains purchased between 2008 – 2014 which are adapted to the needs of disabled persons. These trains have been installed with special seats and toilets for disabled people, new passenger information systems, special notices in Braille for visually impaired people. The trains are also installed with the equipment assisting people in wheelchairs to board and disembark from them. Moreover, the company operates 12

rail cars (purchased between 2008-2011) and 6 modernized passenger cars with widened doors, adapted for disabled people on board seats and toilets.

5 mobile lifts – platforms are used in Vilnius airport stop, Vilnius, Klaipeda and Šiauliai railway stations to board and disembark people in wheelchairs from a train.

Assistance to board and disembark from a train, meeting at the station (at a place agreed in advance), accompanying to a point of sale of tickets or train departure place, assistance in reserving or purchasing a ticket and other necessary assistance for disabled persons and persons with reduced mobility is provided free of charge.

Disabled persons and persons with reduced mobility have to inform railway carriers about the need of necessary assistance at least 24 hours prior to the beginning of journey in Lithuania and 48 hours prior to the beginning of journey abroad. If necessary assistance is not reserved in advance, the company can't ensure that all needed services will be provided, but it takes all possible measures to provide the railway service.

When travelling by company's trains disabled persons and persons with reduced mobility can reserve free of charge assistance:

- by phone – 8 700 55 111;
- on the internet – by filling a special form on the company's website;
- at Vilnius, Kaunas, Klaipeda and Šiauliai railway stations;
- by e-mail [mobilumas@litrail.lt](mailto:mobilumas@litrail.lt).

In 2015 people with reduced mobility reserved free of charge assistance for travel with the company's trains 472 times.