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12/2/8/17/1/2
Enquiries: K Lackay

Institutional Resource Support Minute: 0003/2017

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers and Principals of schools with WCED-funded learner transport schemes

Subject: Learner Transport Schemes – Confirmation of learner numbers when completing WCED-062 and WCED-063 forms

1. Reference is made to paragraph 9 of the Standard Operating Procedures (SOP) Manual for Learner Transport Schemes (LTS) in which the process for the payment of a valid LTS contractor claim is outlined.
2. Principals are reminded that when providing an LTS contractor with the register of learners who make use of learner transport (form WCED-062), the register should only reflect learner names that have been authorised for transportation by the Western Cape Education Department's Head Office.
3. Principals are also requested to ensure that the learner numbers indicated by the LTS contractor on the Claim Form (form WCED-063) corresponds with the number of learners indicated on the WCED-062 form.
4. The learner numbers indicated on the WCED-062 and WCED-063 forms should never exceed the number of learners authorised for transportation on a particular route.
5. Principals who do not adhere to the abovementioned requirements can expect to be subjected to disciplinary procedures.
6. Your cooperation is appreciated.

SIGNED: TS MATSELISO

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2017-05-10