



Reference: 20170531-1501
12/2/8/17/1/2
Enquiries: K Lackay

Institutional Resource Support Minute: 0004/2017

To: Chief Director: Districts, District Directors, Deputy Directors: Corporate Services (district offices), Circuit Managers, Principals of ordinary public schools and Chairpersons of governing bodies

Subject: Applications for new learner transport services for 2018 (new services and additional learners)

1. Schools are requested to focus exclusively on learner transport service (LTS) applications for 2018 from the third quarter of 2017. The processing of LTS applications still on hand for 2017 is being finalised and schools are requested not to submit any new LTS applications for 2017.
2. Applications for the institution of **new routes** in January 2018 must be submitted to the relevant circuit manager by **28 July 2017**.
3. Applications for the inclusion of **additional learners** on existing routes in January 2018 must be submitted to the relevant circuit manager by **11 August 2017**.
4. Schools must start preparing fully motivated applications when they reopen for the third quarter of 2017.
5. The circuit manager is requested to verify/determine whether learners can be placed in schools or hostels and to complete Section B of the application form before considering the inclusion of these learners on a transport scheme.
6. Relevant district officials will process the applications as required and submit signed-off applications with route maps to the Directorate: Institutional Resource Support for the attention of Mr Keith Lackay, Deputy Director: LTS, by **31 August 2017**.

7. Attached please find a copy of the latest LTS application form, dated July 2015, to be used for the abovementioned purpose. Please ensure that all sections of the application form are completed.
8. It is of the utmost importance that applications for new routes and additional learners are received timeously so that the services can be procured and made available on the first day of school in 2018.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: PLANNING

DATE: 2017-06-09