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Enquiries: K Lackay

Institutional Resource Support Minute: 0003/2020

To: Chief Directors: Districts, District Directors, Head: Management and Governance (district offices), Circuit Managers, Principals and Chairpersons of governing bodies of ordinary public schools

Subject: Checklist to be completed by schools with Learner Transport Schemes (LTS) with regard to compliance with COVID-19 hygiene practices on LTS vehicles

1. The National Department of Transport issued directions under the Disaster Management Act and its associated regulations to prevent the spread of COVID-19 in public transport services.
2. The regulation lists requirements to be adhered to by all transport operators with regard to the sanitisation of vehicles, the wearing of face masks and the adherence to social distancing, among others.
3. To ensure that the contractors transporting learners on WCED learner transport routes comply with the requirements as set out in the directions, it is required that schools who make use of WCED learner transport complete the attached checklist on a daily basis.
4. The checklist requires an official delegated by the Principal to indicate:
 - Whether the vehicle has been sanitised by the operator;
 - Whether hand sanitizer is available for passengers on the vehicle;
 - Whether the driver and all passengers are wearing a face mask;
 - Whether the contractor complied with the maximum passenger loading restrictions; and
 - Whether hygiene standards are displayed inside the vehicle.
5. The checklist is to be completed on a daily basis, for each learner transport vehicle, when learners are being dropped at the school in the morning. Should the contractor fail to adhere to the requirements, the Principal is required to note the shortcomings on

the checklist and address these shortcomings with the contractor who should be expected to rectify the shortcomings.

6. At the end of each week, the Principal must compile a report (per route) to be submitted to the relevant Circuit Manager confirming that the checklists for the week have been completed and highlight any non-compliance issues which were not corrected by the contractor after intervention by the Principal. The Circuit Manager is required to intervene and assist principals where matters of non-compliance could not be resolved by the Principal.
7. Circuit Managers must compile and submit a report on a monthly basis to their District Directors highlighting whether the checklists are being implemented at schools and whether there are any persistent matters of non-compliance in terms of the above requirements.
8. The Directors of Education District Offices are required to submit a monthly report, for the duration of the COVID-19 lockdown period, to the Chief Director: Districts confirming whether checklists have been completed on a daily basis and highlighting any risks.
9. Your assistance in this matter is appreciated.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-06-12