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Enquiries: K Lackay

Institutional Resource Support Minute: 0004/2020

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: Amendment to the procedure for obtaining approval for the replacement of vehicles on Learner Transport Schemes (LTS) routes

1. The Western Cape Education Department (WCED) currently has a Learner Transport Scheme (LTS) Vehicle Database in respect of each approved vehicle on every learner transport route at Ordinary Public Schools in the Western Cape. This database serves as the main source for Districts to monitor whether vehicles are properly licensed and whether roadworthy certificates are up to date.
2. The reliability of the vehicles on the LTS Vehicle Database is negatively affected when school principals do not notify the LTS sub-directorate at Head Office when vehicle replacements are approved or when new vehicle information is not timeously received when new contracts are entered into or when contracts are extended.
3. Currently, due to the COVID-19 implications in respect of social distancing and the restrictions on the seating capacity of LTS vehicles, it has become necessary to make payment calculations based on the number and type of vehicle used by LTS Contractors in a specific month.
4. For the above mentioned reasons, it has become necessary to require that all applications for the approval of vehicle replacements and additional vehicles are centralised and that applications are sent via email to the following staff members at the LTS sub-directorate:

Ms Amanda Mvelase, 021 467 2356, wcedlts@westerncape.gov.za

Mr Griffet Fransman, 021 467 2247, wcedlts@westerncape.gov.za

5. LTS Contractors are required to apply for the approval of vehicle replacements and for additional vehicles to be placed on the LTS Vehicle Database via the LTS sub-directorate using the attached form.
6. This procedure will be applicable to the COVID-19 period while social distancing is required in passenger vehicles and is effective with immediate effect.
7. For monitoring purposes, schools will be able to view their approved LTS Vehicles per route via CEMIS and Districts will be able to view the LTS Vehicle Database via EduInfoSearch.
8. The LTS Vehicle Database will serve as the official record of approved vehicles per learner transport route.
9. Your assistance in this matter is appreciated.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-07-29