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File no.: 12/2/8/17/1/2
Enquiries: K Lackay

Institutional Resource Support Minute: 0008/2020

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 2021 (new services and additional learners)

1. Schools are requested to focus exclusively on learner transport scheme (LTS) applications for the 2021 school year from the third quarter of 2020. The processing of LTS applications still on hand for the 2020 school year is being finalised and schools are requested not to submit any new LTS applications for 2020.
2. Applications for the institution of **new routes** and for the inclusion of **additional learners** on existing routes in January 2021 must be submitted to the relevant circuit manager by **2 October 2020**.
3. The circuit managers are requested to verify/determine whether learners can be placed at schools or hostels that are nearer to them and to complete Section B of the application form before considering the inclusion of these learners on a transport scheme.
4. 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 **16 October 2020**.
5. Please note that applications do not have to be submitted for Grade R learners who are currently approved for transportation in 2020; these learners will remain on the relevant routes as mainstream learners in the 2021 school year.
6. The official LTS application form must be used for the abovementioned purpose. Please ensure that all sections of the application form are completed.

7. 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 2021. Applications submitted after the abovementioned due date run the risk of not being approved in time for the first day of the 2021 school year.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-09-14