



Reference: 20201029-9174
File no.: 12/2/8/17/1/2
Enquiries: K Lackay

Institutional Resource Support Minute: 0013/2020

To: Chief Director: Districts, District Directors, Deputy Directors: Corporate Services (district offices), Head: Management and Governance (district offices), Circuit Managers, Principals of ordinary public schools and Chairpersons of governing bodies of schools with WCED funded learner transport routes

Subject: Western Cape Education Department (WCED) Standard Operating Procedures Manual for the management of Learner Transport Schemes

1. The Standard Operating Procedures (SOP) Manual for Learner Transport Schemes (LTS) has been reviewed and amended.
2. The approved SOP manual is attached to this minute, along with the official forms to be used in the administration of WCED funded learner transport.
3. The register of authorised learners and claim forms are only to be used once a new five-year term contract has been procured using the new bidding and contract document for a particular route. These forms were designed in line with the contract conditions as stated in the new bidding and contract document. For routes where the contracts have been procured using the old bidding and contract document, schools are requested to continue using the WCED 062 and WCED 063 forms. District officials are asked to assist schools in distinguishing between the two bidding and contract documents.
4. The SOP manual attached to this minute repeals and replaces the documents attached to Circular 0051/2015, dated 02 September 2015.
5. District officials and principals are requested to make the SOP document available to all affected parties.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-11-13