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Enquiries: K Lackay

Institutional Resource Support Minute: 0007/2021

To: Chief Director: Districts, District Directors, Heads: Management and Governance, Circuit Managers, Principals and Chairpersons of governing bodies of ordinary public schools and schools of skills with devolved Learner Transport Scheme (LTS) routes

Subject: Consolidation of LTS claims with learner names on the LTS database on CEMIS and the constitution of learner transport committees at schools with devolved LTS routes

1. Consolidation of LTS claims with learner names on the LTS database on CEMIS

- 1.1 A school with a devolved LTS route submits claims for learners to be transported to the Directorate: Financial Accounting on a six-monthly basis to receive a financial transfer in respect of services to be rendered. It is the responsibility of the school to ensure that the names of the learners claimed for appear on the LTS database on CEMIS for a transfer to be made to the school for all the learners claimed for.
- 1.2 In order to ensure that the learner names on the LTS database on CEMIS correspond with the learners claimed for, the school must utilise the annexures attached to Institutional Resource Support Minute 0004/2021, dated 02 June 2021, to inform the LTS subdirector at Head Office about learners who are no longer making use of the service and qualifying learners whose names do not appear on the CEMIS database.
- 1.3 Upon receipt of the relevant annexures by the LTS subdirector at Head Office, the details of learners who are no longer making use of LTS will be removed from the LTS database on CEMIS. The details of learners submitted by the school may be updated on CEMIS once it has been established that the learners qualify for LTS and that the maximum number of learners approved to be transported is not exceeded.
- 1.4 To avoid disappointment, schools must please ensure that the names of all the learners that they wish to claim for appear on the LTS database on CEMIS at the time of submitting their claims to the Directorate: Financial Accounting.

- 1.5 Schools are required to complete the attached declaration for learners making use of an LTS route and attach a printout of the name list as it appears on the LTS database on CEMIS for each route. Funds for learners to be transported will be transferred to the school strictly in line with the name list found on the LTS database on CEMIS.
- 1.6 In order to access and view the learner information for each route on CEMIS, the following procedure should be followed:
- a) Access CEMIS.
 - b) On the menu page, point the cursor over the "Administration" heading. The "Learner Transport" option will appear in the drop-down list.
 - c) Point the cursor over the "Learner Transport" option and the "Capture Screens" option will appear in the drop-down list.
 - d) Click on "Capture Screens".
 - e) On the next screen, click "Proceed" without selecting a grade.
 - f) On the next screen, click "Summary Section" and select the relevant route number.
 - g) A list will now be displayed reflecting the authorised learners on the selected route.

2. **Constitution of learner transport committees at schools with devolved LTS**

- 2.1 The guidelines provided to a school when a devolved route is approved, requires that the governing body appoints a learner transport committee to oversee the management of LTS. This committee must ensure that:
- a) LTS services are timeously and correctly advertised;
 - b) the correct procedure is followed in respect of the appointment of LTS contractors;
 - c) a contract is entered into for a pre-determined period (not exceeding five years); and
 - d) pick points and time schedules for the transporting of learners are clearly defined.
- 2.2 Your attention, in relation to the above requirement, is drawn to Regulation 32 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021, published in *Provincial Gazette Extraordinary* No. 8398 of 12 March 2021, which relates to the establishment of any committee by the governing body and appointment of the relevant chairpersons.
- 2.3 Governing bodies at schools that administer devolved LTS routes are required to ensure that the chairperson appointed to the learner transport committee is an enfranchised member of the governing body.

3. Your cooperation in the above regard is appreciated.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2021-08-20