



File no.: 18/2/R

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Institutional Resource Support Minute: 0007/2023

To: Deputy Directors-General, Chief Director: Districts, District Directors, Heads: Management and Governance, Deputy Directors: Corporate Services, Circuit Managers and Learner Transport Scheme officials at district offices

**Subject: Learner Transport Scheme – routine route and vehicle inspections in districts**

1. In terms of paragraph 11.3.13 of the Standard Operating Procedure (SOP) for Learner Transport Schemes (LTS) of the Western Cape Education Department (WCED), learner transport scheme officials at district offices are required to conduct “scheduled route and vehicle inspections on a regular basis with the aim of inspecting all routes within a district over a period of time”.
2. Prior to 2023, both the provincial Vehicle Inspection Team and relevant LTS officials conducted route and vehicle inspections on a routine basis. The provincial Vehicle Inspection Team has since been discontinued with effect from 01 January 2023. In line with the district function regarding vehicle inspections, LTS officials at districts will forthwith solely be responsible for route and vehicle inspections in districts.
3. Relevant LTS officials at district offices are consequently required to plan and schedule inspections, with a view to covering all routes in a district over a period of time, preferably at least once per annum.
4. For the remainder of 2023, it is required that the responsible LTS officials at district offices prepare a route and vehicle inspection plan, using the attached template (Annexure A) and submit the completed plan for the remainder of the current school year to the relevant district manager for approval by 30 June 2023. A copy of the approved plan must be sent to the Deputy Director: LTS at Head Office via e-mail, within two working days thereafter.

5. For the ensuing years, route and vehicle inspection plans must be prepared using the same template and should be submitted by the relevant district manager for approval by 15 January of that particular year. A copy of the approved plan must be sent to the Deputy Director: LTS via e-mail within two working days thereafter.
6. LTS route and vehicle inspections must be conducted mainly at the premises of the applicable school/s on the route and must cover the inspection of vehicles as well as the LTS administration at the school. The latest LTS Monitoring Tool, for the purpose of these inspections, is attached hereto as Annexure B, and will replace earlier version/s.
7. Where necessary, distances of the routes and pick-up points may be assessed and reviewed.
8. A route and vehicle inspection report must be completed at the end of each month using the attached template (Annexure C) and must be submitted to the relevant district manager by the fifth working day of the following month.
9. Relevant district managers must ensure that the requisite vehicle inspection reports are prepared timeously each month and that the proposed corrective action is taken.
10. Please bring the contents of this circular to the attention of all relevant officials.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-06-06