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Institutional Resource Support Minute: 0008/2023

To: Deputy Directors-General, Chief Director: Districts, District Directors, Metro Heads: Management and Governance, Deputy Directors: Corporate Services, and Circuit Managers of Metro Districts Offices

Subject: Roles and responsibilities of Learner Transport Scheme (LTS) officials administering LTS routes in metro districts

1. Upon the conclusion and approval of an organisational work study, two LTS metro district official positions (administrative officer and administrative clerk) were approved and officials appointed. They are stationed in the sub-directorate: LTS at Head Office to assist with the administration of LTS routes across the following metropolitan districts: East, North and South.
2. These metro district LTS officials, who will be based at the Western Cape Education Department Head Office, will fall under the supervision of the sub-directorate: LTS in respect of daily planning and activities, reporting and performance management.
3. The following duties will be performed by the metro district LTS officials:
 - 3.1 **Monitoring of LTS**
 - 3.1.1 Compile and submit an annual plan for the inspection of LTS routes in the applicable metro districts with the aim to inspect each route at least once per year.
 - 3.1.2 Conduct LTS route inspections, comprising the following activities:
 - Inspect all the authorised LTS routes to assess road conditions, confirm actual distances travelled and verify the utilisation of authorised pick-up points,
 - Inspect the authorised vehicles on the route. The outside and inside of the vehicle/s will be visually inspected and the required documentation in respect of the vehicle and the driver will be verified,
 - Inspect the school's administration with regards to LTS routes,
 - Complete the Route and Vehicle Inspection monitoring tool,
 - Consult with the relevant responsible staff member/s at schools to discuss findings relating to the route and vehicle inspection, and
 - Specify, in line with the LTS standard operating procedure, the roles of the school and the LTS official when addressing the findings.

3.2 **Vehicle testing and confirmation of roadworthy status**

- 3.2.1 Request and receive valid renewed roadworthy certificate/s for vehicles authorised on LTS routes; and
- 3.2.2 Arrange for the roadworthy testing of authorised vehicles, where applicable.

3.3 **LTS applications**

- 3.3.1 Receive LTS applications from metro district offices and maintain a database;
- 3.3.2 Process LTS applications and obtain the relevant district manager's sign off;
- 3.3.3 Submit LTS applications to the sub-directorate: LTS at Head Office; and
- 3.3.4 Communicate the outcome of LTS applications to schools as received from the sub-directorate: LTS.

3.4 **LTS claims**

Assist with the preparation and verification of LTS claims and submit it timeously to the applicable metro district officials for payment to the service provider.

3.5 **Reporting**

- 3.5.1 Provide a monthly report to the relevant metro district manager relating to LTS activities;
- 3.5.2 Submit a monthly report to the LTS coordinator at Head Office of route inspections conducted, vehicles tested and/or valid renewed roadworthy certificates received; and
- 3.5.3 Submit a monthly expenditure report to the sub-directorate: LTS.

- 4. Please bring the content of this minute to the attention of all relevant role players.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2023-06-06