



File no.: 18/2/R  
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Institutional Resource Support Minute: 0010/2023

To: Deputy Directors-General, Chief Director: Districts, District Directors, Heads: Management and Governance (district offices), Circuit Managers, Principals and Chairpersons of governing bodies of ordinary public schools and schools of skills

**Subject: Introduction of an online Learner Transport Scheme (LTS) application system and the submission and the submission of new LTS applications for learner transport in the 2024 school year**

## **1. Online LTS application process**

- 1.1 The Western Cape Education Department (WCED) is introducing an online application process for learner transport services, which will be available on CEMIS.
- 1.2 The online LTS application system can be accessed on the school's profile, using the Administration >> Learner Transport >> New applications tabs.
- 1.3 A detailed user manual providing guidance to schools on how to complete LTS applications on the new online system is attached to this minute as Annexure A. The user manual can also be accessed on the home page of the online LTS application system on CEMIS.
- 1.4 All LTS applications submitted through the current process, i.e. submission of LTS application forms to the district office, will only be accepted and processed until the end of the 2023 school year.
- 1.5 Schools are, however, strongly encouraged to submit all applications henceforth utilising the new online LTS application system.
- 1.6 Schools who submit their applications using the online application system will benefit from a significantly faster method of escalation and will be able to monitor the escalation progress of their applications on CEMIS.

- 1.7 No LTS application forms submitted manually via the district office will be accepted as from the start of the 2024 school year.
- 1.8 Circuit managers and district LTS officials will be able to access the online LTS application system via the EduinfoSearch portal, where they will be required to process, review and recommend applications submitted by relevant schools. A detailed user manual providing guidance to circuit managers and district LTS officials on the completion of online LTS applications will be distributed separately.
- 1.9 Applications signed off by relevant district LTS managers will immediately be available electronically for processing by the sub-directorate: Learner Transport Scheme at the WCED Head Office.

## **2. LTS applications for the 2024 school year**

- 2.1 Schools are requested to start focusing on LTS applications for the 2024 school year from the start of the third term. The processing of LTS applications still on hand for the 2023 school year is being finalised and schools are requested not to submit any new LTS applications for 2023.
  - 2.2 Applications and submission of for the institution of **new routes** and for the inclusion of **additional learners** on existing LTS routes in January 2024 must be completed and submitted on the online LTS application system by **18 August 2023**.
  - 2.3 Circuit managers are requested to verify whether learners can be placed at schools or hostels that are nearer to them before considering the inclusion of these learners on an LTS route.
  - 2.4 District LTS officials are required to process relevant applications for the 2024 school year and must ensure that applications are submitted to the sub-directorate: Learner Transport Scheme by **15 September 2023**.
  - 2.5 It is of the utmost importance that applications for new routes and additional learners are received timeously to ensure that services can be procured and made available on the first day of school in 2024. Applications signed off after the abovementioned due date run the risk of not being approved in time for the first day of the 2024 school year.
3. Please bring the contents of this minute to the attention of all relevant officials.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-07-20