



File no.: 18/2/P
Reference: 20231212-593

Institutional Resource Support Minute: 0001/2024

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 Learner Transport Scheme routes

Subject: Amendment to the procedure for obtaining approval for the replacement of vehicles on Learner Transport Scheme routes

1. The Western Cape Education Department (WCED) currently has a Learner Transport Scheme (LTS) Vehicle Database in respect of each approved vehicle on every LTS route in the Western Cape. This database serves as the main source for districts to monitor whether vehicles are properly licensed and roadworthy certificates are up to date.
2. The reliability of the vehicles on the LTS Vehicle Database is negatively affected when principals do not notify the LTS sub-directorate at Head Office timeously when vehicles are replaced.
3. For the above-mentioned reason, it has become necessary to require that all applications for the approval of vehicle replacements and additional vehicles are centralised and that applications are sent via email address ltsvehiclereplace@westerncape.gov.za to the sub-directorate: LTS (Head Office).
4. LTS contractors are required to apply for the approval of vehicle replacements and for additional vehicles to be placed on the LTS Vehicle Database via the LTS sub-directorate, using the attached form (*Application for the replacement of an LTS vehicle*). LTS contractors will be informed of the outcome of their applications directly.
5. For monitoring purposes, schools will be able to view their approved LTS vehicles, per route, via CEMIS, and district officials will be able to view the LTS Vehicle Database via EduInfoSearch. The LTS Vehicle Database will serve as the official record of approved vehicles per learner transport route.

6. This minute repeals and replaces Institutional Resource Support Minute 0004/2020, dated 29 July 2020, in its entirety.
7. Please bring the content of this minute to the attention of all relevant persons.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-01-24