



File no.: 18/2/R
Reference: 20231212-594

Institutional Resource Support Minute: 0002/2024

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 devolved Learner Transport Scheme routes

Subject: Assessment of selected devolved Learner Transport Scheme (LTS) routes

1. During September 2023, the Western Cape Education Department's (WCED) Directorate: Internal Control conducted an assessment of selected LTS routes that have been devolved to schools.

2. Findings from Directorate: Internal Control's assessment of devolved LTS routes

Shortcomings in respect of the administration of devolved LTS routes and the delivery of the transport services were identified. Below is a summary of the findings identified on the sampled routes:

- Schools are not maintaining complete records of documents relating to learner transport routes;
- The WCED 061 forms on the schools' records are incomplete and do not correspond with the number of learners making use of the service;
- The learners listed on the learner transport database on CEMIS do not correspond with the learners making use of the service;
- Schools do not have formal contracts with service providers (SPs) and there are no records of written communications;
- SPs and drivers are not issued with a Code of Conduct and time schedules;
- Schools are not conducting regular inspections of the vehicles on the routes;
- Some of the learners are not approved by the WCED Head Office for transportation;
- Some of the drivers had expired driver's licences and professional driver permits;
- Some of the vehicles had expired licences and roadworthy documents or do not have operating licences.

3. **Standard Operating Procedures (SOP) requirements for the management of LTS**

- 3.1 The SOP manual for the management of LTS, in which the roles and responsibilities of the different stakeholders in the delivery of LTS services are identified, is attached .
- 3.2 Principals and their delegated officials at schools with devolved LTS routes are required to acquaint themselves with paragraphs 7 and 11 of the SOP manual. By doing what is required in the SOP manual, principals would address the shortcomings in the administration and delivery of LTS services found in the assessment of the devolved routes.
- 3.3 Follow-up assessments will be conducted by the learner transport officials in the relevant districts to determine whether schools have addressed the shortcomings identified.
- 3.4 To address the finding in respect of a Code of Conduct being issued to drivers and SPs, a pro forma *Code of Conduct for Drivers and Adult Supervisors* is attached for schools to use. The pro forma Code of Conduct can be amended to the specific requirements of each school and should be issued to SPs to issue to their drivers.
- 3.5 Principals are also reminded of the content of Institutional Resource Support Minute 0001/2024, which explains the process to be followed when replacing authorised vehicles on learner transport routes.

4. **Request for the submission of contract documents or confirmation of vehicles used by schools**

- 4.1 One of the more serious concerns which arose from the assessment report is that schools who make use of a SP to transport learners do not have a valid contract document with the SP.
- 4.2 It is requested that principals complete the attached form indicating whether the school makes use of their own vehicles to deliver services on the devolved LTS route or whether an SP is appointed to deliver the transport service.
- 4.3 Schools making use of their own vehicles on devolved LTS routes are required to indicate the details of the vehicles being used on the route and submit copies of valid licence and roadworthy documents for the vehicles listed.
- 4.4 Schools that make use of an SP to transport learners are required to submit a copy of a valid contract between the school and the SP. The duly signed contract must include an indication of the vehicles being used on the route and copies of valid licence and roadworthy documents for the vehicles listed. The submission of an appointment letter will not be regarded as a valid contract document.
- 4.5 Schools must submit the above-mentioned documents by 31 March 2024 to wcedlts@westerncape.gov.za. The submission of valid contract documents will become a pre-requisite when claims are submitted as from 01 July 2024.

5. **Future developments for devolved LTS routes**

- 5.1 The SOP manual for LTS is being reviewed with the aim to provide schools administering devolved LTS routes with more detailed guidelines for the delivery of an effective transport service on LTS routes. The guidelines will include the responsibilities of the school in the delivery of services for devolved routes and the processes to be followed in the administration of devolved routes. The prescribed forms to be used in these processes will also be provided.
- 5.2 The WCED is also considering a standardised bidding and contract document to be used by schools with devolved routes, where they procure their own transport service.
6. Kindly bring the contents of this minute to the attention of all relevant personnel.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-01-24