



File no.: 18/2/R
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Institutional Resource Support Minute: 0012/2024

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: Capture and sign off of Learner Transport Scheme (LTS) applications for learner transport services for the 2025 school year (new services and additional learners)

1. Schools are required to capture and sign off on LTS applications for the 2025 school year on the online LTS application system available on CEMIS. The system can be accessed on the school's profile using the *Administration >> Learner Transport >> New Applications* tabs. A detailed user manual providing guidance to schools on how to complete LTS applications on the new online system can be accessed on the home page of the system on CEMIS.
2. The processing of LTS applications for the 2024 school year must be finalised and signed off by schools on CEMIS by 31 July 2024 as the **functionality for the 2024 school year will not be active after 31 July 2024**. From 01 August 2024, any LTS applications for the 2024 school year will only be considered in exceptional cases and the need for such applications must be well motivated and communicated with the LTS subdirector at Head Office.
3. LTS applications for the institution of **new LTS routes** and for the inclusion of **additional learners** on existing LTS routes in January 2025 must be captured on the online LTS application system on CEMIS from **01 August 2024** and signed off by principals by **30 August 2024**.
4. When considering and signing off on electronic LTS applications, the relevant circuit and district managers are requested to verify whether learners qualify in terms of the *Western Cape Education Department Policy on Learner Transport Schemes, 2013* or the availability of hostel capacity before making a recommendation for the inclusion of these learners on an LTS route.

5. District managers must ensure the timeous processing of LTS applications by the relevant LTS officials at districts and sign off of electronic LTS applications for the 2025 school year by **20 September 2024**.
6. It is of utmost importance that LTS applications are processed and signed off by the relevant district managers by **20 September 2024** to ensure that services can be procured and made available on the first school day of 2025. Applications signed off after the abovementioned due date run the risk of not being approved in time for the first day of the 2025 school year.
7. Please bring the contents of this minute to the attention of all relevant officials.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-07-08