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Institutional Resource Support Minute: 0013/2024

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: Inadequacies identified during the 2023/24 assessment of Learner Transport Scheme (LTS) routes by the Auditor-General (AG)

1. During the 2023/24 audit cycle, the representatives of the Office of the AG conducted an assessment of selected LTS routes in the Western Cape, which included an evaluation of the management measures for learner transport services at schools.
2. The following findings in respect of the management, monitoring and oversight of LTS routes were identified by the AG, upon the inspection of a sample of learner transport routes:
 - (a) There was no evidence of persons assigned with the duty of overseeing the LTS routes at some schools and no documented duties were found for these persons.
 - (b) There was no evidence of monitoring controls being implemented to ensure that only authorised learners are making use of the transport service.
 - (c) There was no monitoring of whether the learners making use of the transport service, were actually authorised to do so.
 - (d) Learners seated in a seat fitted with a seat belt did not make use of the seat belt.
 - (e) Instances of visible defects were found on vehicles transporting learners. Schools were not making use of the Western Cape Education Department (WCED) 095 form (Vehicle Inspection Checklist) to conduct visual inspections of vehicles that are used on LTS routes.
 - (f) There was no evidence of schools recording the use of unauthorised vehicles on LTS routes.
3. **Oversight and monitoring of LTS routes by a school**
 - 3.1 The Standard Operating Procedures (SOP) manual for the management of LTS identifies the principal as the official responsible for the management of all aspects relating to LTS routes at a school. Principals are therefore required to ensure that the school's role in respect of administration of LTS routes, monitoring of service delivery, and general oversight of LTS routes functions are carried out.
 - 3.2 Should the principal choose to delegate the management of LTS routes at a school, it is required that the functions of the LTS be assigned to a delegated official in writing.

4. **Implementation of control measure to ensure that only authorised learners are transported**

- 4.1 To ensure that only authorised learners are being transported on LTS routes, principals must assign a requisite number of responsible persons to monitor whether the learners boarding an LTS vehicle in the afternoon after school correspond with the learners listed on the learner transport database on CEMIS.
- 4.2 To assist monitors in identifying authorised learners, a form of identification must be implemented (e.g. identification cards/lanyards/tokens). This will allow bus monitors to identify learners who are authorised to board a vehicle at the school in the afternoons quite easily. Should a learner not be in possession of a form of identification, the bus monitor must report this to the principal/delegated official who must promptly arrange for the submission of an online LTS application for the inclusion of the learners on the route, should the learner/s qualify to be transported.
- 4.3 Principals should consider implementing a rotation schedule for bus monitoring duties.

5. **Appropriate use of seat belts on vehicles**

- 5.1 It is a requirement of the Road Traffic Act that where seats are fitted with seat belts, that the seat belts be appropriately utilised.
- 5.2 Principals must ensure that learners and LTS Contractors are made aware of this requirement.

6. **Conducting visual inspections of vehicles**

- 6.1 In terms of the SOP for the management of LTS, principals/delegated officials are to conduct visual vehicle inspections, at least once a month, to assess the condition of the vehicle(s) and complete the WCED 095 form. Copies of these forms must be filed as part of the LTS file for the route and submitted with the monthly claim. Any deficiencies identified on vehicles must be addressed with the service provider.
- 6.2 Principals must ensure that the vehicle/s being used on the route is/are the authorised vehicle/s for the route. The authorised vehicle/s for LTS routes can be viewed on the LTS database on CEMIS. The LTS database for a route can be accessed from the school's profile on CEMIS, using the Administration >> Learner Transport >> Approved Routes >> LTS Route Details tabs.
- 6.3 Should the vehicle being used on a route not be the authorised vehicle, then the use of the unauthorised vehicle must be reported to the Sub-Directorate: Learner Transport Schemes at the WCED Head Office (Itsvehiclereplace@westerncape.gov.za) and the LTS officials at the relevant district office.

7. Kindly bring the contents of this minute to the attention of all relevant personnel and role players.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-11-08