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To: Deputy Directors-General, Chief Directors: Districts, District Directors, Heads: Management and Governance, Deputy Directors: Corporate Services, Circuit Managers, LTS District officials, Principals and Chairpersons of governing bodies of ordinary public schools and Schools of Skills with Learner Transport Scheme routes

Short summary: *Standard Operating Procedures for the Learner Transport Scheme routes.*

Subject: Western Cape Education Department (WCED) Standard Operating Procedures (SOP) for Learner Transport Scheme (LTS) routes and administration of devolved LTS routes

1. SOP for LTS routes

- 1.1 The SOP for LTS routes has been reviewed and amended.
- 1.2 The approved SOP for LTS routes (2025) is attached to this circular along with the official forms to be used in the administration of WCED funded learner transport.
- 1.3 This attached SOP repeals and replaces all documents referred to in Institutional Resource Support Minute 0013/2020, dated 13 November 2020 as well as Circular 0040/2012, dated 30 October 2012.

2. Manual for the administration of devolved LTS routes

- 2.1 To improve the administration of devolved LTS routes, a manual for the administration of devolved LTS routes has been developed. The manual will provide guidance to schools to ensure that devolved LTS routes are administered and monitored efficiently .
- 2.2 The manual for the administration of devolved LTS routes includes a compulsory contract document that must be used by schools who make use of a service provider to deliver the services on devolved LTS routes. Any contracts concluded by a governing body for the delivery of transport services on an LTS route after the issuance of this circular must be done with this compulsory contract document.

3. Please bring the content of this circular to the attention of all LTS stakeholders.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2025-02-12