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TO : CLUSTER CHIEF DIRECTORS (A &B)
DISTRICT DIRECTORS
CMC MANAGERS
CES-ESSS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
SCHOOL GOVERNING BODIES
EDUCATION STAKEHOLDERS

CIRCULAR NUMBER 08 OF 2024: ROLES AND RESPONSIBILITIES FOR PROVISION OF SCHOLAR TRANSPORT SERVICES

1. PURPOSE

The purpose of the circular is to outline clear roles and responsibilities in the provision of scholar transport services at the level of the district. The aim is to ensure that operations of scholar transport services are improved and well managed from school level to district level.

2. BACKGROUND AND MOTIVATION

The 7th administration has a political mandate towards the realization of noble goals and objectives of the new dispensation ushered in 1994. In the list of these is “Promotion of Access to Quality Education” through scholar transport provision to poorest of the poor.

In 2018 a Memorandum of Understanding (MoU) was reached in the Eastern Cape Province, between Department of Education (DOE) and Department of Transport

(DOT), for effective facilitation of this provision within the spelt National Learner Transport Policy which was adopted in 2015.

Scholar transport learner data below shows the allocation per district, which further Guides districts on allocation of school quotas.

3. DATA ALLOCATION PER DISTRICT

103 000 learners as set in the table below benefit in scholar transport as per previous years allocations:

DISTRICT	QUOTA
ANE	5561
ANW	13394
AME	9956
AMW	6018
BCM	12388
CHE	9206
CHW	6720
JG	10771
NMM	5035
ORTC	8857
ORTI	7463
SB	7631
PROVINCIAL TOTAL= 12	103 000

- The above provincial quota with the district distribution is exceeded by the recorded demand of 153 000 as DoT affords to transport 103 000 with 50 000 remaining as qualifying non-ferried learners.
- The above status requires all stakeholders as listed above to harmoniously and responsibly manage the provision of scholar transport services to avoid misunderstandings.

ROLES AND RESPONSIBILITIES:

School Principal:

- Principals of benefiting schools must ensure and monitor the capturing of learner data at school level.
- The learners that are benefiting must be approved by the school governing bodies after engaging parents that are affected.
- School Management Team must quality assure, verify and cleanse the data captured on SASAMS before final submission.
- The school principal must keep the contact details of the contracted scholar transport service provider for cases of emergency.
- Contracted vehicles must be known, assessed and monitored for the safety of the learners.
- Vetting documents for scholar transport drivers must be kept in the principal's office as evidence that there is compliance and learner safety is prioritised.
- Principal or delegated official to sign POD conforming transportation of learners – to sign POD at the end of each week confirming the transportation of learners
- The signing of POD has financial implications and Principals must ensure its accuracy and credibility.
- Principals to report any emerging risks with regards scholar transport in their schools through official channels;

Circuit Managers:

- Scholar transport issues must be discussed in all principals' meetings addressing emerging reported cases.
- Circuit managers must know the number of schools and learners within their benefiting in scholar transport within their circuits.

School Governing Bodies:

- Scholar transport matters must be discussed at the parents' meetings organised by SGBs. This must be a standing item in the agenda of parent's meetings to accommodate emerging issues during the provision of the service.

- SGBs must agree with parents on the selection criteria of benefitting learners and a list compiled and shared for capturing on SASAMS. The scholar transport policy will guide this process.
- Contact details of the contracted service provider must be shared with all parents and SGBs to help in monitoring and assessment of contracted vehicles for safety of the learners.

Education Stakeholders.

- Stakeholders must monitor the vehicles that transport learners, their condition and allocated routes.
- Establish clear procedures for reporting accidents, inclement weathers or any other disruptions to parents, school principal and district officials.
- Attend school meetings where update is provided on scholar transport matters engaging fully with the intention of resolving the reported challenges.

Cluster Chief Director, District Director, Circuit Management Centre Head:

- Drive social facilitation programmes within the district.
- Authenticate and approve by signing the learner data that will be submitted to Provincial Office.
- Attend joint meetings between DOT and DOE
- Hold stakeholder management meetings advocating district approach on managing the higher demand versus low supply.

The Department of Education is working very closely with Department of Transport and districts are encouraged to hold monthly joint meetings (DOT and DOE at district level). The schedule of meetings must be developed by the Cluster Chief Director and be shared with all district managers for attendance.



MS S A MAASDORP
HEAD OF DEPARTMENT (A)

28/11/2024

DATE