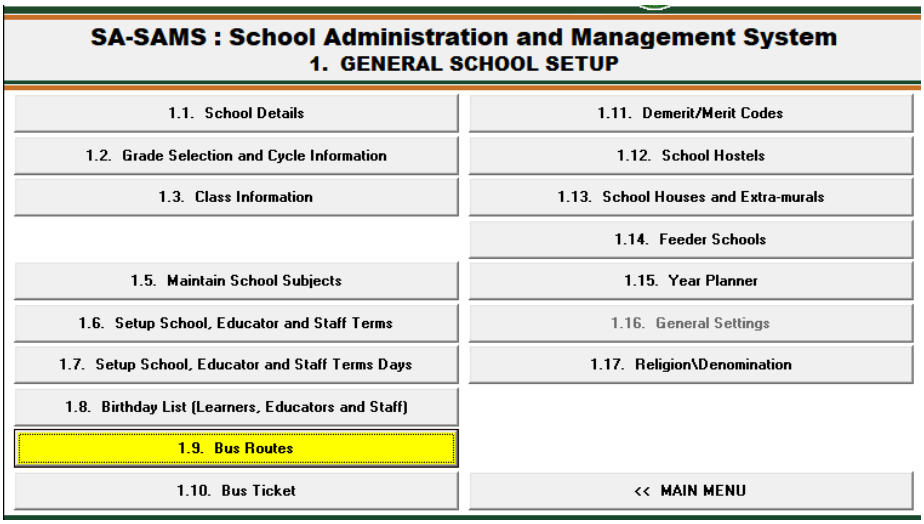
Procedure for setting up Learner Transport Scheme routes in SASAMS and allocating learners to them

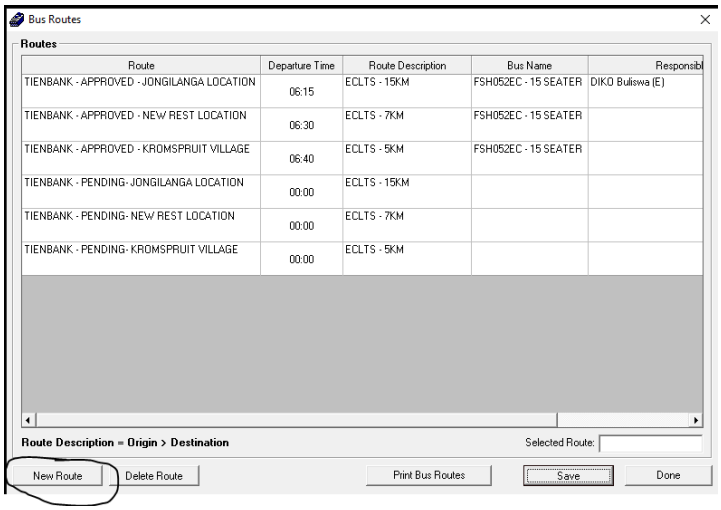
1. SASAMS allows for the creation of Bus Transport Scheme routes and allocating learners to the routes.
2. The Transport Directorate has requested that schools participating in the scheme should use SASAMS to create the routes and identify the learners who qualify for them.

Steps:

a) Menu 1.9 allows access to the Bus Routes section:



b) Add a route by clicking on the New Route button



c) Create a bus route for **approved learners** by adding the following information in the relevant fields:

a. Enter the route name, pickup point, and budgeting status in the Route Field in the following format: ***Route-Budget Status-Pickup Point***.

Example: **Tienbank- Approved-Jongilanga Location**.

The first section identifies the route, the second section indicates if the route applies to approved learners and the last identifies the pickup point.

b. Enter the expected time of departure in the relevant field.
c. In the field for the Route Description enter ECLTS-Route Distance. Example : **ECLTS-18Km**. It is important that the **ECLTS** is entered to identify that the route is a Scholar Transport route.

d. The distance indicates the **return distance in kilometres from school to the pickup point and back**.
e. Enter the registration number and the capacity of the vehicle that is expected to ferry the learners in the Bus Name field. Example: FSH052EC-15 seater.
f. Save the information.
g. In the example below a total of three pickup points have been created for the Tienbank route:

Bus Routes

Routes

Route	Departure Time	Route Description	Bus Name
TIENBANK - APPROVED - JONGILANGA LOCATION	06:15	ECLTS - 15KM	FSH052EC - 15 SEATER
TIENBANK - APPROVED - NEW REST LOCATION	06:30	ECLTS - 7KM	FSH052EC - 15 SEATER
TIENBANK - APPROVED - KROMSPRUIT VILLAGE	06:40	ECLTS - 5KM	FSH052EC - 15 SEATER

The example above shows how to create a route for learners who have been approved to be ferried. The next step is to create similar routes for learners who have not yet received approval to be ferried, but who the school believes should qualify for Scholar Transport. It is important to note that the routes are set up in the same fashion as shown above, with the main difference being the change in the naming of the route as Pending and not approved.

Example:

- TIENBANK – PENDING – KROMSPRUIT VILLAGE
- TIENBANK – PENDING – NEW REST LOCATION
- TIENBANK – PENDING – JONGILANGA LOCATION

Illustration:

Bus Routes

Routes

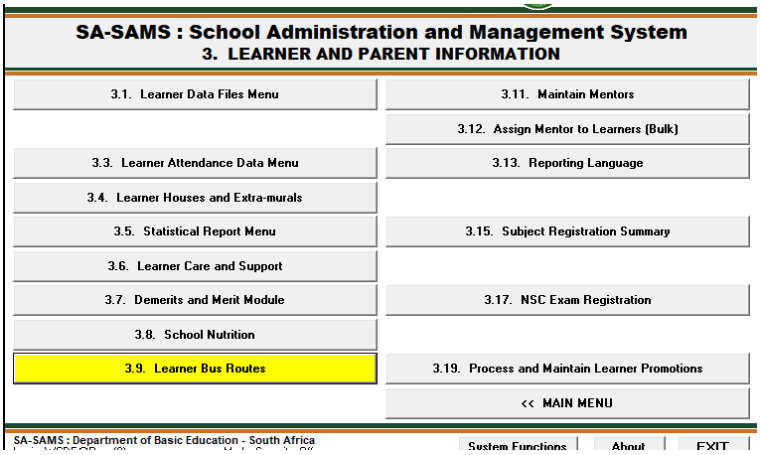
Route	Departure Time	Route Description	Bus Name
TIENBANK - APPROVED - JONGILANGA LOCATION	06:15	ECLTS - 15KM	FSH052EC - 15 SEATER
TIENBANK - APPROVED - NEW REST LOCATION	06:30	ECLTS - 7KM	FSH052EC - 15 SEATER
TIENBANK - APPROVED - KROMSPRUIT VILLAGE	06:40	ECLTS - 5KM	FSH052EC - 15 SEATER
TIENBANK - PENDING- JONGILANGA LOCATION	00:00	ECLTS - 15KM	
TIENBANK - PENDING- NEW REST LOCATION	00:00	ECLTS - 7KM	
TIENBANK - PENDING- KROMSPRUIT VILLAGE	00:00	ECLTS - 5KM	

Routes for learners who have been approved by Scholar Transport

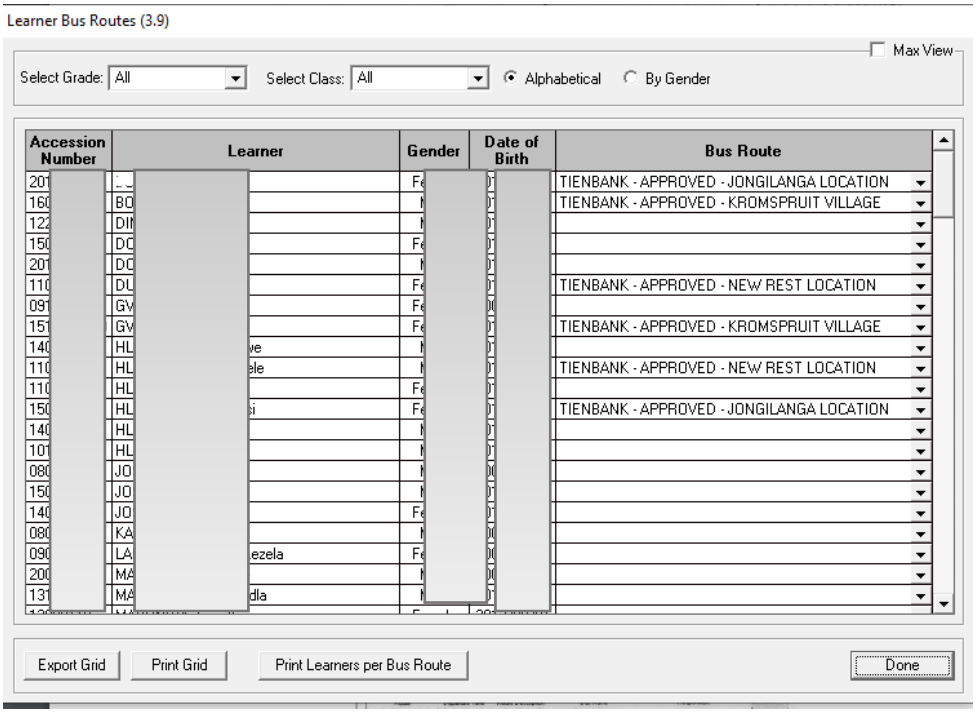
Routes for learners who have not yet been approved and who are wating for approval

Assigning routes to APPROVED learners:

a) Navigate to menu 3.9



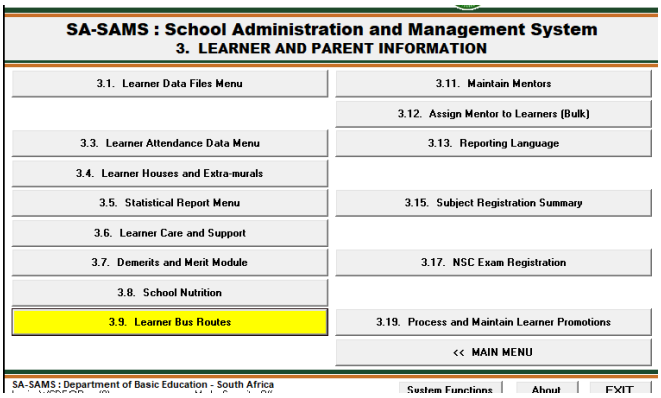
d) Select the relevant grade and assign the relevant approved route to the learners:



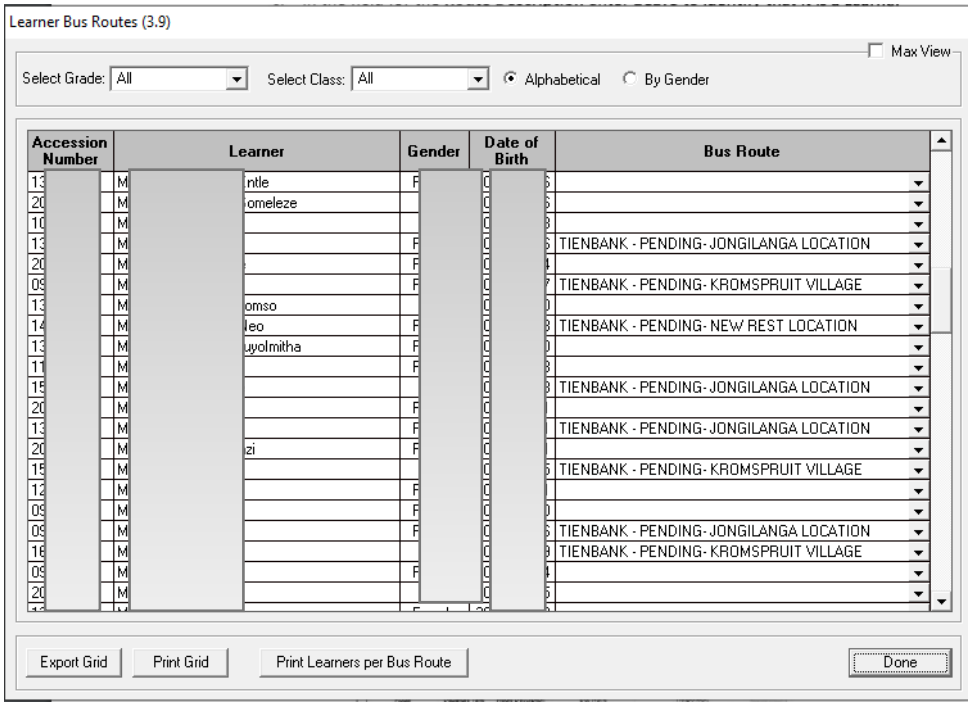
e) Print the list of learners who have been assigned to the bus routes for verification purposes.

Assigning routes to PENDING learners (learners who have not yet been approved by Transport but who the school believes should qualify for the scheme):

b) Navigate to menu 3.9



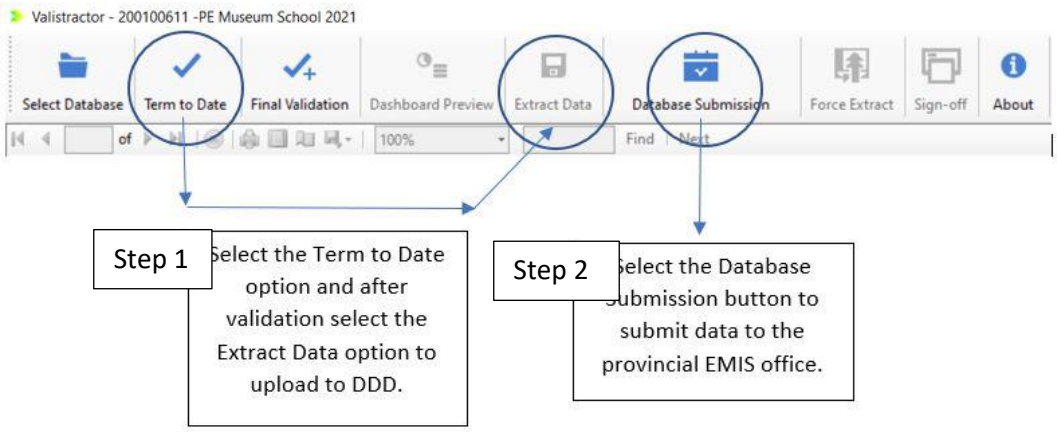
f) Select the relevant grade and assign the relevant PENDING route to the learners:



g) Print the list of learners who have been assigned to the bus routes for verification purposes.

Submission of Data:

a. Submit the data to EMIS via the weekly VALISTRACTOR submission process illustrated below:



Documents required by Scholar Transport

1. Print and sign the list of created routes and pickup points created in menu 1.9.
2. Print and sign the list of learners assigned to each route and pickup point in menu 3.9.
3. Provide the printed documents to the Scholar Transport and EMIS section at the district office as evidence that the process has been completed. It will also allow them to assess the correctness of the route setup.

School principals are encouraged to take personal ownership of this very important process to avoid any disappointment and confusion relating to learners assigned to routes and the identification of learners who possibly still qualify to be ferried. Any deviation of this process could result in the data being extracted incorrectly from SASAMS.

Example of correctly printed route with approved learners allocated to a route:

ENI PRIMARY SCHOOL **EMIS NO: 200** **21/01/2022**

Learners Per Bus Route

Acc Num	Surname	First Names	Date of Birth	Gender	Class
TIENBANK - APPROVED - JONGILANGA LOCATION					
20101012	ELA	o	1228	Female	4A
15012398	NGANI	nkosi	0123	Female	1A

Example of correctly printed route with pending learners allocated to a route:

NI PRIMARY SCHOOL **EMIS NO: 20050** **21/01/2022**

Learners Per Bus Route

Acc Num	Surname	First Names	Date of Birth	Gender	Class
TIENBANK - PENDING- JONGILANGA LOCATION					
20120602			2	Male	5A
101118	NI		8	Male	5A
13031608	NI		6	Female	4A
15022863		le	8	Male	2A
131021			1	Female	4A
09091608			6	Female	6A