



# (REVISED) POLICY GUIDELINES FOR SCHOLAR TRANSPORT

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**POLICY GUIDELINES FOR SCHOLAR TRANSPORT**

**1. DEFINITION OF TERMS**

- 1.1 Department: The Department of Education of the Province of the Eastern Cape.
- 1.2 Provincial Office: The provincial office of the Department of Education of the Eastern Cape Province.
- 1.3 District Director: The departmental official in charge of a District Education Office and all schools that fall within that District.
- 1.4 Circuit Manager: An Education Development Officer or other official in charge of a group of schools that make up part of the District Education Office.
- 1.5 The Act: refers to the South African Schools Act no. 84 of 1996.
- 1.6 Scholar Transport Subsidy (STS): a system by which learners are assisted to reach learning institutions as per the Act.
- 1.7 Application Form: The prescribed STS 1 form used by the learners’ parents/legal guardians to apply for a scholar transport subsidy.

- 1.8 Claim Form: The prescribed STS 3 form used to claim for transport provided during a month.
- 1.9 Sliding scale: The departmentally approved scale which indicates the percentage of the full subsidy payable to a parent according to the family gross annual income.
- 1.10 Transport provider: The owner of an approved vehicle who enters a contract to convey learners along a specified transport route approved by the Department.
- 1.11 Suitable School : A school, which offers the relevant phase of education, the learner's language of learning and teaching and is inclusive.
- 1.12 School Day : An official school day as prescribed in the Departmental school calendar.
- 1.13 SGB : The School Governing Body of the school elected in accordance with the Act.
- 1.14 SLA: Service Level Agreement, an agreement/ contract that that is entered into between the Department and the Service Provider.
- 1.15 Nearest school: a school that is nearest to the learner's home.

## 2. INTRODUCTION

The Department of Education of the Eastern Cape Province has recorded with great concern that there are learners who walk long distances to and from school. In many instances this has resulted in poor attendance by learners; increased drop – out rates and, in some remote areas, a start to schooling at a late age by some learners or even failure to obtain any schooling at all. With a view to addressing this problem, the Department decided to introduce a system of subsidized transport or boarding for certain learners.

It is Departmental policy to take the primary school to the learner and to take the learner to the secondary school. This means primary schools should be as near as possible to the majority of learners and secondary learners should be accommodated at centrally situated schools that serve as many learners as possible.

Where schools are not near to learners, a boarding allowance or a transport subsidy should be provided for the learners concerned. Under no circumstances may a learner qualify for a boarding allowance and a transport subsidy at the same time.

The Department is committed to providing this service to all learners who qualify but, due to financial constraints, priority will be given to learners in the most disadvantaged communities and those very far from the nearest school. As funds permit, this will be gradually extended to other areas.

This document, therefore, outlines very briefly the policy guidelines which the Department will employ to render and administer scholar transport to needy schools throughout the Province of the Eastern Cape.

### 3. CONDITIONS FOR PROVISION OF SCHOLAR TRANSPORT

The subsidized scholar transport service will be available to learners from Grade R to Grade 12 subject to certain conditions. These include but are not limited to:

- 3.1 The availability of access roads on which to transport the learners; DoE, through DoRT and DoLG, to rehabilitate and maintain these access roads; and
- 3.2 A transport provider who is willing to render the service and meet the conditions and requirements specified in clause 5.2; clause 6 and Clause 11 below; and
- 3.3 There is a MINIMUM of 5 learners that qualify for the subsidy on the route, otherwise provision should be made that are physically handicapped and those that are less than 5 in number, to be issued with bicycles; and
- 3.4 The approval of a transport route by the District Office of the Department; and
- 3.5. The distance traveled by learners is 10 or more kilometers return if in Grades 4 – 12 and 5 Or more kilometers return if in Grades R- 3 including learners experiencing barriers in learning and teaching; and
- 3.6. The subsidy is available; and

- 3.7. The subsidy has been applied for; and
- 3.9. The availability of a signed transport contract / Service Level Agreement (SLA); and
- 3.10 Availability of STS data to ensure fairness in the prioritization for the approval of the subsidy;  
and
- 3.11 Learners are prioritized for this subsidy; and
- 3.12 The appropriate (nearest and suitable) school is attended.

#### 4. THE FOLLOWING MAY APPLY FOR THE SUBSIDY

- 4.1. Learners who live in and attend school in the Province of the Eastern Cape;  
AND
- 4.2.1 Learners who have to walk a distance of 10 or more kilometers to and from school per day (i.e.5 km one way) if the learner is in Grade 4 to 12 and a distance of 5 or more kilometers per day if the learner is in Grade R – 3 ( foundation phase ) including learners experiencing barriers in learning and teaching BUT first priority must always be given to those learners that walk the longest distances to and from the nearest suitable school, and learners from deep rural communities;  
AND
- 4.2.3 Learners who do not receive a hostel boarding allowance;  
AND
- 4.4 Learners whose parents are low earners and historically disadvantaged communities;  
AND
- 4.5 Learners who are attending the nearest suitable (appropriate) school;  
AND

- 4.7 Name of parent(s), whose income(s) is/are considered for approval of subsidy, should be the same as those appearing on the admission register;  
AND
- 4.8 Parentless learners should always be considered for the subsidy but proof of parentless ness should accompany the application

## 5. PROCEDURE FOR APPLICATION

### 5.1 PARENTS

- 5.1.1 An application form (STS 1) must be obtained from the principal of the school that the parent's child attends.
- 5.1.2 The parent must complete the form in accordance with the instructions contained in the document.
- 5.1.3 The document must be co-signed by a Commissioner of Oaths or any person of stature in the community who is not the principal of the school which the learner attends.
- 5.1.4 **The application must be returned to the school between the 15 MARCH and the 10 AUGUST of the year before that for which the subsidy is requested.**

### 5.2 PRINCIPAL AND SGB (SCHOOL)

- 5.2.1 The Principal and SGB must ensure that all application forms are handed out to parents by the 1 February of the year, before that for which subsidies are required.
- 5.2.2 **The principal must ensure that forms are correctly completed and signed.**
- 5.2.3 The Principal must complete **STS 2 (List of STS applicants)** for all his/her applicants and attach their application forms (STS 1's) for submission to the District Office on or before the 30 AUGUST.
- 5.2.4 The Principal, SGB, Circuit Manager, SCM and ESS must acquire the services of a transport provider, decide on the routes and get them approved.
- 5.2.5 SCM, CES's – IMD&S and ESS should ensure that the correct procurement procedures are followed.
- 5.2.6 **The Principal, SGB, STS Coordinator, SCM and Circuit Manager must ensure that a contract (STS 4) is signed with the transport provider before he/she commences with the transporting of the learners.**
- 5.2.7 Late submission of forms may result in the applicant not receiving a subsidy for that particular year.
- 5.2.8. A register of learners transported must be marked every morning and afternoon and kept by the School.
- 5.2.9. The transport provider must sign the attendance register in the morning and afternoon.

### 5.3 THE DISTRICT OFFICE

- 5.3.1 The District Director must ensure that application forms are provided to all the relevant Schools by the end of September of the year before that for which subsidies will be provided.
- 5.3.2 The District Director must assist the school with the selection and approval of access roads to be declared scholar transport routes, (using the appropriate form (STS 5))
- 5.3.3 The District Director must ensure that schools and scholar transport providers understand Departmental policy on transport subsidies.
- 5.3.4 **District Director must ensure that applications are received from schools by the 31 JULY, that they are processed, that the List of schools whose applications have been approved is submitted to the Head Office on the prescribed form (STS 6) on or before the 31 AUGUST of the year before that for which subsidies will be provided.**
- 5.3.5 The District Director must ensure that schools are informed which applications have been approved before the schools re-open for educators in January of the following year.

## 6. TYPES OF VEHICLES THAT MAY BE USED

Since the conveyance of learners to and from school is regarded as public transportation service, the transport used for this purpose should conform to national road safety standards. All vehicles that are permitted by law to carry paying passengers on public roads may be used, provided that they:

- 6.1 Are always in a roadworthy condition and the SGB should be able to request the transport provider to provide proof that the vehicle is roadworthy;
- 6.2 Are driven by drivers who possess valid drivers' licenses and valid public driving permits;
- 6.3 do not exceed the carrying capacity that appears on the registration certificate;
- 6.4 are owned by people who have adequate personal liability insurance.
- 6.5 The District Director is to liaise with the local traffic department at regular intervals to inspect vehicles used for scholar transport and the necessary documents requested from drivers for inspection at all times

## 7. ROUTES

- 7.1 The Principal and SGB, with the assistance of the Circuit Manager, should determine the transport routes to be used and submit detailed applications for those routes to the relevant District Office.
- 7.2 After receiving the applications, the District Director must verify the routes before approval is given.
- 7.3 The District Director must declare verified and approved access roads as Official Scholar Transport Routes.
- 7.4 Application, verification and approval of routes thereof will be done by the District Director subject to certain conditions. These include :
  - a) meeting conditions that are set out in clause 3 above;
  - b) there are learners who meet requirements specified in clause 4 above.
- 7.5 **Applications for new routes must be made to the District office before 30 June of the year before that which the routes will be utilized.**

## 8. SUBSIDY

The maximum subsidy per learner shall be determined and reviewed from time to time by the Head of Department.

## 9. CLAIM PROCEDURE

- 9.1. Claims may only be made for those learners whose applications have been approved by the District Director on or before August 31 of the year before that which the program will be implemented.
- 9.2. Schools must furnish transport providers with lists, derived from the STS 2 that the District Office uses for the approval of STS applications, of approved scholar transport beneficiaries / learners. Schools and transport providers are to keep a record of learners that are transported each day.
- 9.3. On the last day of each month the school must complete and submit for payment to the District Director a completed claim form (STS 3) for each transport provider.
- 9.4. **The completed claim forms must reach the District office on the last day of the month that is claimed for. Failure to do so may result in late payment or no payment at all.**
- 9.5. The Principal is accountable for the correct completion of the claim form (STS 3)
- 9.6. The claim form must be certified as correct by the Principal and countersigned by the Chairperson of the SGB or a delegated SGB parent member.
- 9.7. The signed attendance registers for driver and learners transported during the month, the transport provider's invoice and the principal's GRV i.e. Goods Received Voucher, should always accompany the completed STS 3 to validate and authenticate it.



## **10. PAYMENT PROCEDURE**

- 10.1 Payment will be made electronically to the bank account of the transport provider who must complete and submit all documentation necessary to enable the Department to pay him/her.
- 10.2 Payment will be made for the actual number of school days on which transport was provided. These days are the days on the official school calendar on which learners actually attend school. In the case where a learner is hospitalized for a period exceeding 5 school days, a medical certificate must be submitted for purposes of payment.
- 10.3 Payment will be effected within 30 days of receipt of completed claims in respect of scholar transport providers.
- 10.4 In the event that the learner is absent from school for a period less than 5 days per month, the transport provider will receive the full sum due in respect of that learner.
- 10.5 Payment for transporting learners to and from sports or cultural activities, will be borne by the SGB.

## **11. CONTRACTS**

- 11.1 A contract must be signed between the Transport Provider and the Department of Education as represented by the SGB and Principal of the school on prescribed form (STS 4) before the service is rendered.
- 11.2.1 **Any governmental/departmental officer may sign a contract as transport provider, as long as he/she declares his/her business status/interest and also obtain permission to trade with Government from his/her Head of Department.**
- 11.2.2 **SGB members may as well sign as transport providers provided they also declare their business status/interests**
- 11.2.3 **No principal or educator may transport learners of his own school.**

## **12. MONITORING AND CONTROL**

- 12.1 The District Director is responsible for ensuring that the service is properly implemented, monitored and controlled and should send an official at least once per month to monitor the situation.
- 12.2 Principals, as site managers, are expected to provide all information required when visited by an official from the District or Provincial Office.
- 12.3 The following should be confirmed:
  - 12.3.1 Transport is actually being provided.
  - 12.3.2 The contract is in place.
  - 12.3.3 Learners arrive at schools in / on time as per the contract and the transport provider also signs the time book everyday.
  - 12.3.4 The school's attendance register for learners in class agrees with the attendance recorded for the learners conveyed.
  - 12.3.5 Payments are being made to the transport provider.
  - 12.3.6 The correct types of vehicles are being used and they are in a roadworthy condition and proof thereof should always be demanded.
  - 12.3.7 **No principal or educator is benefiting in any manner i.e. directly or indirectly, from the subsidy system unless there is no alternative transport available or no one is prepared to render the service. This declaration (unavailability of transport and transport provider) should always be in writing, authenticated by both the Principal, SGB and the school's Circuit Manager and recorded for future reference.**

- 12.3.8 The kilometers traveled are 5 or more laid down for a subsidy.
- 12.3.9 Learners traveling the longest distances to and from school are given the first preference at all times.
- 12.3.10. The Provincial office will, at least once a month, monitor the operation of this service in a district.**
- 12.3.11. Any corruption / breach of contract and other irregularities have to be reported to the District Director by the Principal.
- 12.3.12. Parents of especially benefiting learners are expected and encouraged to own and monitor the program at all times.
- 12.3.13. The Department of Roads and Transport is, likewise, expected to play a pivotal role in the implementation, management, sustenance, control and monitoring of scholar transport as has been identified as core functions that are borne in the Memorandum of Service Delivery Agreement between the Eastern Cape Department of Education and Eastern Cape Department of Roads and Transport. The Department of Roads and Transport is expected to:
- Identify the types of vehicles to be used for scholar transport.
  - Confirm ownership of the vehicles used for scholar transport.
  - Be furnished by the Department of Education, at the beginning of an academic year, with all data e.g. schools, routes, learners, etc. involved in the scholar transport program for the year.
  - Be responsible for the issuing of Public Driving Permits to drivers of vehicles used for scholar transport.
  - Be responsible for issuing the Operators Licenses to scholar transport operators.
  - Be responsible for the institutionalization of a unit of traffic road inspectors that is, specifically, responsible for regularly checking the validity of the drivers' licenses, adherence to carrying capacities of vehicles, validity of the passenger liability insurances for vehicles and conducting regular spot-checks for the roadworthiness of vehicles used for scholar transport.
  - Be responsible for monitoring to deal with, within the parameters of the law, all anomalies detected in the running of scholar transport at all times.
  - Be responsible together with relevant municipalities, for the rehabilitation and maintenance of existing access roads leading to schools, also known as official scholar transport routes.

### **13. DEVIATIONS FROM THE POLICY**

Strong motivations from schools to deviate from the policy stipulations may be considered in the following cases:

- A learner qualifies to attend a comprehensive or specialized school or a school offering certain subjects and it is in her/his best interests to attend the school.
- An application is submitted later than 30 August of the previous year. (e.g. a learner only enrolls at the school in January).
- A claim is submitted after the 16<sup>th</sup> of a month.
- The use of a vehicle other than the type of vehicle allowed (eg. an enclosed trailer pulled by a tractor in certain rural areas, a bakkie, etc.).

**NOTE:** It is of vital importance that sufficient evidence be supplied to prove the genuine nature of any deviation in a documented form, and this evidence should be considered in the light of standing rules and regulations to avoid any dangerous precedent, before the deviation is allowed.

## **ANNEXURE 1**

### **TRANSPORT SUBSIDIES**

#### **APPROVED AMOUNTS PAYABLE**

The maximum amount payable per learner per month will be R16.80 for a 5–10km band; R18.80 for a 11 -20 km band; R20.80 for a 21 – 30 km band; R22.80 for a 31 – 40 km band and R2.00 to be paid for every 5km traveled above 40km.

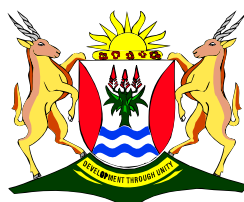
The maximum amount can be paid provided learners attend school and schools are officially open for all days of a month.

This rate will remain in force until changed by means of a notification from the Head of Department of the Department of Education of the Province of the Eastern Cape.

In cases where parents do not qualify for the full subsidy, as per the above-mentioned offer as subsidy which will from time to time be reviewed by the Head of Department, they will be responsible for paying the difference between the subsidy they receive and the full quote to Transport Provider via the School.

If Transport Providers wish to charge a sum higher than that provided for by the subsidy, they must negotiate this with the SGB. The parents of the learners, and not the Department, will be responsible for paying the difference to the Transport Provider. This amount must be recorded in the contract.

A payment is made only for official school days on which the learner attends school. However, if a learner is absent for five days per month, it becomes imperative for the transport provider to alert the school and the school shall investigate the absence for an ultimate amendment to the contract.



Province Of the Eastern Cape

Annexure 2

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DEPARTMENT OF EDUCATION  
ISEBE LEZEMFUNDO  
DEPARTMENT VAN ONDERWYS  
Private Bag X 0032, Bisho 5605, South Africa

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STS 1

### APPLICATION FOR SCHOLAR TRANSPORT SUBSIDY

#### INSTRUCTIONS

- a) This form must be completed in full by the learner's parent or legal guardian.
- b) In cases where parent(s)/legal guardian is/ are illiterate, this form should be filled in by the school principal in the presence of the parent or legal guardian. Should the need arise, the parent can then take the form to the employer or commissioner of oath as may be required.
- c) Care must always be taken to ensure that parents clearly understand the content and purpose of filling in this form and the meaning of subsidy thereof.
- d) The completed application form must be submitted to the principal as soon as possible who in turn will submit them to the district office on or before the 31 August.
- e) Application made and approved for a learner to attend a particular school is not transferable. Should the learner change or be transferred to another school, a new application must be made, if necessary.
- f) Complete one form for learners from the same family attending the same school

---

DISTRICT:..... NAME OF SCHOOL.....

**PARTICULARS OF LEARNER**

1. Surname and Name of Learner(s)	1.1.	
	1.2.	
	1.3.	
	1.4.	
	1.5.	
2. Date of birth and ID. No. of learner(s)	1.1.	/
	1.2.	/
	1.3.	/
	1.4.	/
	1.5.	/
3. Grade as at the year of application.	1.1.	
	1.2.	
	1.3.	
	1.4.	
	1.5.	
4. Grade at which the learner will be when utilizing the subsidy.	1.1.	
	1.2.	
	1.3.	
	1.4.	
	1.5.	
5. Home address of the learner(s)		
6. Name and distance between pick up point/home and the school (Kms)		

**INFORMATION ABOUT PARENT(S)/GUARDIAN**

1. Name of the parent / guardian	
Identity number	
Contact number	
Home address	
Name of employer	
Occupation	
Monthly income	
Any other form of income? State how and the amount:	
Name of spouse	
Identity number	
Contact number	
Name of employer	
Occupation	

Monthly income	
Any other income? State how and the amount:	

I, .....(surname and name) understand that this application is in respect of subsidy towards transporting my child(ren) to school and I accept to pay the additional amount should the transport fee be in excess of the prescribed subsidy amount.

Signature of the parent..... Date.....

**\*EMPLOYER (one)**

(All pay or social grant pay slip should accompany this application for verification)

I, ..... (full surname and name) hereby certify that Mr/Mrs/Ms ..... is my employee and the salary income indicated above is true and correct.

.....  
Signature of employer Date

**\*EMPLOYER (two)**

I ..... (full surname and name) hereby certify that Mr/Mrs/Ms ..... Is my employee and the salary income indicated above is true and correct.

.....  
Signature of employer Date

**PRINCIPAL**

I hereby confirm that there is no other nearest and appropriate school to the learner's residence which offers the same curriculum as is offered in my school. Any other information is as follows:

.....  
.....

Recommended / not recommended

.....  
.....

.....  
Principal's name Signature Date

**FOR UNEMPLOYED PARENT(S)/LEGAL GUARDIAN**

I,..... hereby declare under oath that I am unemployed. I accept that at any stage it is established that the information given by me is not correct, financial assistance awarded to me will be withdrawn and the amount already paid on behalf of my child be recovered from me.

Sworn before me at ..... on the ..... Day of ..... 20.....

.....  
Commissioner of Oaths

.....  
Signature

.....  
Date

THE DISTRICT OFFICE

The district office should verify that the learner either qualifies or does not qualify for the subsidy and inform the applicant through the school of the outcome of this application.

.....  
.....  
.....  
.....

Recommended/not recommended

.....  
.....  
.....

.....  
Circuit Manager

.....  
Signature

.....  
Date

Recommended/not recommended

.....  
.....  
.....

.....  
District CES : ESS

.....  
Signature

.....  
Date

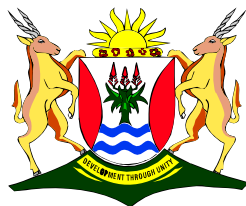
Approved / not approved

.....  
.....  
.....

.....  
District Director

.....  
Signature

.....  
Date



Province Of the Eastern Cape

Annexure 3

DEPARTMENT OF EDUCATION  
ISEBE LEZEMFUNDO  
DEPARTMENT VAN ONDERWYS  
Private Bag X 0032, Bisho 5605, South Africa

STS 2

## LIST OF SCHOLAR TRANSPORT SUBSIDY APPLICANTS

DISTRICT..... SCHOOL .....Prim/Secondary  
EMIS NO. .... PERIOD .....

**NB:** This form must be filled in by the school applying for scholar transport service on behalf of her learners.  
Surname first and then names when writing learners' particulars.

SURNAME & NAME OF LEARNER (in full and arranged in alphabetical order)	GRA DE	ID NO. OF LEARNER	DEPARTURE / PICK UP POINT	RET. DIST. TO SCHL IN KM	RATE	NO. OF DAYS	TOTAL AMT DUE TO LEARNERS
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10							
11							
12							
13							



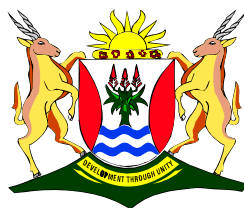
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
<b>TOTAL</b>							

NB: Learners' completed application forms must accompany this form for the district to use for verification and approval purposes. Use one page for learners traveling on the same route.

.....  
NAME OF PRINCIPAL

.....  
SIGNATURE

.....  
DATE



Province of the Eastern Cape

Annexure 4

DEPARTMENT OF EDUCATION  
ISEBE LEZEMFUNDO  
DEPARTMENT VAN ONDERWYS  
Private Bag X 0032, Bisho 5605, South Africa

STS 3

**SCHOLAR TRANSPORT SUBSIDY CLAIM FORM**

District ..... Month/ period.....  
 School.....Prim./Sec Transport provider.....  
 Suppl. No:..... Bank:.....  
 Account no:..... Branch (no.):.....

Surnames & names of learners (in alphabetical order)	Grade	Id no. of learner	Ret. Dist. To schl. In km	Rate	Number of days claimed	Parent contribution	Net subsidy payable
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10							
1.							
2.							
3.							
4.							
5.							

6.							
7.							
8.							
9.							
20							
<b>TOTAL</b>							

NB: Copies of learners & driver's attendance registers, Provider's Invoice and Principal's G.R.V to accompany this claim form to District Director for verification, validation and authentication. Claim certified correct.

Claimant:..... Signature.....Date.....

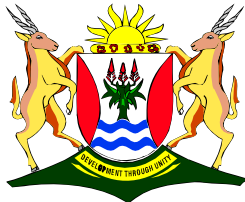
Principal:..... Signature..... Date.....

SGB Chairperson: ..... Signature:..... Date.....

Circuit Manager: ..... Signature: ..... Date: .....

Distr. CES: ESS..... Signature..... Date.....

District Director:.....Signature:..... Date:.....



Province Of the Eastern Cape

Annexure 5

DEPARTMENT OF EDUCATION  
ISEBE LEZEMFUNDO

DEPARTMENT VAN ONDERWYS  
Private Bag X 0032, Bisho 5605 , South Africa

STS 4

**SCHOLAR TRANSPORT SERVICE LEVEL AGREEMENT FORM FOR A SCHOOL**

**INSTRUCTION:**

This form must be prepared in quadruplicate.

- The first / original copy must be kept by the district office.
- The second copy must be retained by the school.
- The third copy must be given to the service provider.
- The fourth copy must be sent to the provincial Head office.

This service level agreement is entered into between the Department of Education as represented by .....School (hereafter called the school), EMIS no. ...., whose contact person shall be the principal of the school and whose physical address is

.....

Tel. no. .... Fax no. .... Cell..... AND

Mr/Mrs/Ms.....

(hereafter called the transport provider) whose physical address is

..... ID.no. .... Tel

..... Fax ..... cell.....

whose contracting vehicle(s) is/are described as follows:

NO.	REGISTRA	MAKE	MODEL	TYPE	SEATING	SURNAME & NAME(S) OF OWNER
-----	----------	------	-------	------	---------	----------------------------

	REGISTRATION NO.				CAPACITY	
1						
2						
3						
4						
5						
TOTAL						

The Transport Provider hereby agrees to convey learners to and from school, thus:

REG. NO.	SEATING CAPACITY	WHERE FROM	DEPARTURE TIME	VIA	WHERE TO	ARRIVAL TIME	NO. OF LEARNERS
TOTAL							

and to arrive at the school no earlier than 45 minutes and no later than 15 minutes before the school's starting time in the morning of each school day. The learners will be conveyed along the same route in the afternoon of each school day, unless otherwise pre-arranged, provided at least 48 hours notice has been given by the school and/or the transport provider in contract.

The Principal & SGB shall ensure that:

- They administer, on behalf of the Department, the Service Level Agreement on receipt of a Contract Award letter
- Approved and listed learners are transported to and from school daily.
- Learners are transported to and from school by the contracted vehicle / driver / etc. daily.
- A daily register of transported learners to and from school is kept and marked daily in the morning and afternoon.
- Completed and signed STS 3 Claim form in respect of the transport provider who ferried learners to and from school during the previous month, is submitted to the district office on or before the 16<sup>th</sup> and within 5 days thereafter of the succeeding month .
- Any change / replacement of the contracted vehicle / driver is reported on the prescribed Exception report form which will be completed by the principal of the school and sent to head office via the district office.

- They are responsible for the control and monitoring of the implementation of this programme for the duration of this contract.
- They recommend for renewal this service level agreement as shown on the contract/Bid Award letter on acceptable performance.

The Transport Provider shall ensure that:

- The vehicle he/she uses, is permitted by law to carry paying passengers for a reward on public roads and is in a roadworthy condition.
- The driver has a driver’s license and professional driving permit.
- The vehicle is insured.
- The vehicle does not exceed its registered carrying capacity.
- The owner of the vehicle(s) used to convey learners has a passenger liability insurance cover as the school and the Department cannot accept liability in the event of an accident.
- Any change / replacement (temporary or permanent) to the contracted vehicle / driver / etc. must be reported to the principal of the school.
- Only bona fide learners are conveyed (except for .....)
- He / she signs the attendance register on arrival in the morning and on departure in the afternoon together with the official responsible for scholar transport.
- He/she obtains an Operator’s License from the DoRT (Transportation Board) on production of the contract won from the Department.

PAYMENT PROCEDURE

- Payment will only be made for the official school days indicated on the calendar provided by the Department of Education.
- Payment will only be for the school days that the transport provider transports learners to and from school.
- Payment for transport subsidies will be made electronically by the Department to the bank account of the Transport Provider and the transport provider must complete and submit all necessary documentation to the Department of Education and obtain a supplier number to enable payments to be made thus.
- The amount payable will be R.....per kilometer

THIS SERVICE LEVEL AGREEMENT IS VALID FOR A PERIOD STARTING FROM \_\_\_\_\_ TO THE \_\_\_\_\_

Signed at ..... on this ..... day of ..... 20.....

..... NAME OF TRANS. PROVIDER	..... I.D NO.	..... SIGNATURE	..... DATE
..... SUPPLIER NO.			

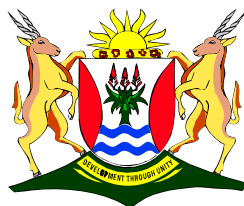
..... NAME OF PRINCIPAL	..... SIGNATURE	..... DATE & SCHOOL STAMP
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..... NAME OF SGB CHAIRPERSON	..... SIGNATURE	..... DATE
----------------------------------	--------------------	---------------

..... NAME OF CIRCUIT MANAGER	..... SIGNATURE	..... DATE
----------------------------------	--------------------	---------------

..... NAME OF CES: ESS	..... SIGNATURE	..... DATE
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Province Of the Eastern Cape

Annexure 6

DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO  
 DEPARTMENT VAN ONDERWYS  
 Private Bag X 0032, Bisho 5605 , South Africa

STS 5

**APPLICATION FOR A SCHOLAR TRANSPORT ROUTE**

NAME & PHYSICAL ADDRESS OF SCHOOL:.....

EMIS no. ....TEL:..... FAX:.....

Wishes to apply for the route mentioned below and whose map is attached, to be approved for the conveyance of learners on it for the year.....

Starting point of the route: .....

Pick up points on the route:.....

Destination:.....

Distance from starting point to the school:.....km

Distance from the last pick up point to the school:.....km

Estimated no. of learners who will travel from the starting point:.....

Estimated no. of learners who will be picked up along the way:.....

Total no. of learners to be transported:.....

The school declares that the above-mentioned route does/does not pass any school offering the same grades and language of learning as our school. If it does, we motivate fully on the attached sheet of paper why this route should be approved.

\_\_\_\_\_  
 NAME OF PRINCIPAL

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE & SCHOOL STAMP

\_\_\_\_\_  
 NAME OF SGB CHAIRPERSON

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE

SUPPORTED/ NOT SUPPORTED

.....  
.....

.....  
NAME OF CURCUIT MANAGER      SIGNATURE      DATE

RECOMMENDED/ NOT RECOMMENDED

.....  
.....

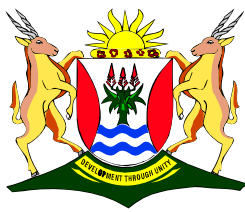
.....  
NAME OF DISTR. CES: ESS      SIGNATURE .      DATE

APPROVED/ NOT APPROVED

.....

.....  
NAME OF DISTRICT DIRECTOR      SIGNATURE      DATE

SKETCH MAP OF ROUTE (Attach a sketch plan (not necessarily to scale) of the proposed route)



Province Of the Eastern Cape

Annexure 7

**DEPARTMENT OF EDUCATION**  
**ISEBE LEZEMFUNDO**  
**DEPARTMENT VAN ONDERWYS**  
Private Bag X 0032, Bisho 5605 , South Africa

STS 6

**SCHOLAR TRANSPORT SUBSIDY DATA & BUDGET PROPOSAL**

DISTRICT..... PERIOD.....

NB: This form must be filled in by the district for all schools that have applied for a scholar transport subsidy for the period mentioned above, and submit it to the Head Office **on or before 31 August of the year before that which the subsidy is required.** Fill in Primary or Secondary..... schools

NAME OF SCHOOL	EMIS NO.	NO. OF LEARNERS	APPL. SUBS. AMOUNT	NO. OF DAYS BUDGETED FOR	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					



19					
20					
21					
22					
23					
24					
25					
<b>TOTAL</b>					

COMMENTS.....  
 .....

.....  
 DISTR. CES: ESS.      SIGNATURE      DATE      DISTRICT DIRECTOR      DATE



Province of the Eastern Cape      Annexure 8

**DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO**

Private Bag X0032, BISHO 5605, SOUTH AFRICA

**PROVINCIAL SCHOLAR TRANSPORT PROV. STATS & BUDGET SUMMARY      STS 7**

DISTRICT	NO. OF SCHOOLS	NO. OF ROUTES	NO. OF LEARNERS	ANNUAL AMOUNT
<b>CLUSTER A</b>				
LIBODE				
LUSIKISIKI				
MALUTI				
MBIZANA				
MT FLETCHER				
MOUNT FRERE				
MZIMKHULU				
QUMBU				
<b>TOTAL</b>				
<b>CLUSTER B</b>				
BUTTERWORTH				
COFIMVABA				
DUTYWA				
LADY FRERE				
MTHATHA				
NGCOBO				
QUEENSTOWN				
STERKSPRUIT				
<b>TOTAL</b>				
<b>CLUSTER C</b>				

CRADOCK				
EAST LONDON				
FORT B/FORT				
GR.-REINET				
GRAHAMSTOWN				
KING W'S TOWN				
P.E.				
UITENHAGE				
<b>TOTAL</b>				
<b>GRAND TOTAL</b>				

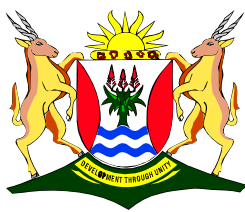
Compiled and authenticated by :

.....  
 PROV. S.T.S. CO-ORDINATOR

.....  
 DATE

.....  
 DIRECTOR: SSS & SSM

.....  
 DATE



Province Of the Eastern Cape

Annexure 9

DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO  
 DEPARTMENT VAN ONDERWYS  
 Private Bag X 0032, Bisho 5605 , South Africa

STS 8

**MONTHLY SCHOLAR TRANSPORT EXPENDITURE**

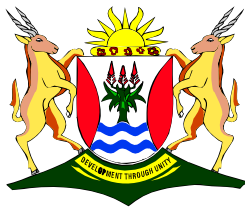
DISTRICT..... PERIOD.....

SERVICE PROVIDER	SUPPLIER NO.	AMOUNT PAID						
		APRIL	MAY	JUNE	JULY	AUG.	SEPT.	TOTAL
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

20								
<b>TOTAL</b>								

COMMENTS(to be submitted monthly to Head Office)  
 .....  
 .....  
 .....

.....  
 DISTR. CES: ESS      SIGNATURE      DATE      DISTRICT DIRECTOR      SIGNATURE      DATE



Province Of the Eastern Cape  
 DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO  
 DEPARTMENT VAN ONDERWYS  
 Private Bag X 0032, Bisho 5605 , South Africa

Annexure 9

STS 8

**MONTHLY SCHOLAR TRANSPORT EXPENDITURE**

**DISTRICT:** ..... **PERIOD:** .....

SERVICE PROVIDER	SUPPLIER NO.	AMOUNT PAID						
		OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	TOTAL
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



This serves to indemnify the Department of Education from any injuries/ damages/ loss of any nature, sustained by your child(ren), whilst on an Educational trip, traveling between ..... and ..... on school days in the year.....

SIGNED:.....  
INST./DIST./PROV. OFFICE

DATE:.....

I hereby indemnify the Department of Education as stipulated above.

SIGNATURE:.....  
PARENT 1

DATE:.....

SIGNATURE:.....  
PARENT 2

DATE:.....



# CONCEPT/WORKING DOCUMENT

## FOR THE

# SHOVA LULA BICYCLE PROJECT

## A PARTNERSHIP

Between the

DEPARTMENTS OF ROADS & TRANSPORT AND EDUCATION



## **BACKGROUND:**

The Eastern Cape Department of Roads and Transport [ECDoRT] is currently running the abovementioned project. This project is the brain-child of the National Department of Transport [NDoT]. The project was introduced in January 2001 with an aim of assisting learners who walk long distances to and from school. It has been the Republic of South Africa's observation that too many learners drop out at an early stage of their schooling due to, inter alia, vast distances that they have to walk to schools.

## **VISION:**

A Province of the Eastern Cape with safe, accessible, efficient, and sustainable physical infrastructure and transport system which is aimed at uplifting life for all. To facilitate the provision of non-motorised transport to all learners who travel long distances, on foot to and from school.

## **MISSION**

To provide, maintain and promote integrated development of public infrastructure and the transport system for the benefit of communities and government departments of the Province through:

- ❖ The formulation, implementation and monitoring of policies based on community identified needs
- ❖ The facilitation of socio-economic development and capacity building
- ❖ The promotion of integrated land use and inter-modal transportation
- ❖ Optimal development and sustainable utilisation of physical and human resources while conserving the environment
- ❖ The provision of safe, secure and supportive environment for human resource, growth and development

South Africa, hence the Eastern Cape, felt obliged to address this anomaly by declaring that no child in the country should be deprived of quality education due to handicaps such as transport.

## **AIMS / OBJECTIVES**

This project is aimed at assisting all learners who walk long distances to and from school especially where roads do not permit travel by motorised mode of transport. The expression “ mens sana in corpore sano “ is nurtured through this project as it provides adequate exercise for learners biking to schools.

Past imbalances such as transport are, by means of this project, addressed. Non-motorised mode of transport is introduced to minimise road accidents and polluted air in the Province/Country.

### **COMPOSITION OF THE PROJECT**

The Shova Lula bicycle project’s day to day core business shall be seen to by:

1. Its provincial steering committee, known as Provincial Shova Lula Bicycle Project Steering Committee, whose responsibility shall, inter alia, be to:
  - Facilitate the distribute of these bicycles equally and equitably to deserving learners of the province.
  - See to the day – to day running of this project.
  - Etc.
2. Its extended provincial steering committee, known as the Extended Provincial Shova Lula Bicycle Project Steering Committee, whose responsibility shall, inter alia, be to:
  - Provide and supply information and statistics to the Provincial Shova Lula Bicycle Project Steering Committee with the aim of facilitating prioritization and equal / equitable distribution of these bicycle to needy learners.
  - Etc.

### **QUALIFYING CRITERIA**

The following points bear criteria for learners that qualify for this assistance i.e learners that:

- ❖ Attend schools within the Province of the Eastern Cape
- ❖ Attend the nearest and appropriate schools
- ❖ Walk 10 or more kilometres return to and from schools
- ❖ Travel on roads or footpaths not suitable and without motorised transport
- ❖ In Grades 9, 10, 11 and 12
- ❖ Do not receive any hostel subsidy allowances

### **DISTRIBUTION OF BICYCLES**

Partnership between the ECDoRT and the ECDoE is emphasised in the running of this project. Schools that are in dire need of this service, are identified by the districts of ECDoE. Identified school's lists and data are brought to the ECDoRT/ECDoE Head Office for further scrutiny and prioritization by the Provincial Committee for Shova KaLula, which will then distribute bicycles either equally or equitable as per the needs of the prioritized districts.

The districts will then prioritize for distributing these bicycles to schools equitably as per the needs of the prioritized schools. Schools shall distribute/issue these bicycles to Grades 9, 10, 11 and 12 learners who will return them at the end of their Grade 12 academic year for reissuing to the learners in the new academic year.

### **CUSTODY OF BICYCLES**

The Shova lula bicycles remain the property of the Department of Roads and Transport and have, therefore, to be recorded in the asset register of the DoRT. DoRT officially hands them over to the Department of Education who will also record these bicycles, as inventory received from the DoRT, in her asset register. The Department of Education subsequently hands these bicycles over to the prioritized schools who shall also record them in their respective asset registers for safe-keeping and distribution/issuing to deserving learners. The learner, in possession of the bicycle, is responsible for the upkeep and maintenance thereof. Deviations to this effect should be reported to the monitoring team who will report the deviation to the Provincial DoRT and DoE joint Steering Committee.

### **MONITORING**

The ECDoRT and ECDoE shall envisage and elect/appoint a committee/team/unit that shall be called "Shova KaLula Monitoring Committee/Team/Unit". This committee shall comprise of 3 members of which one shall be drawn from the Department of Education and two from the Department of Roads and Transport. This Committee/Team/Unit shall be responsible for:

- ❖ Inspecting and monitoring the issuing of bicycles
- ❖ Inspecting and monitoring the roadworthiness of bicycles
- ❖ Inspecting, monitoring and ensuring the availability of storage facilities for these bicycles
- ❖ Inspecting and monitoring the relevant usage of these bicycles
- ❖ Reporting to the Joint Committee on general usage, discrepancies, storage, roadworthiness, issuing, upkeep, improvement of life and learner ship i.e results, etc.
- ❖ Recommending to the Joint Committee what/why/when to do about these bicycles as per the monitoring team's findings about the above-cited conditions