

Enquiries: M Cloete
Reference no.:



education

Department of
Education
FREE STATE PROVINCE

LT Circular No 1 of 2026

To: District Directors
CES: M&G
Circuit Managers
Learner Transport Coordinators
School Principals
Learner Transport Operators / Service Providers

PROCEDURE TO APPLY FOR NEW LEARNERS ON LEARNER TRANSPORT ROUTES

LT Circular No 1 of 2025 dated 3 November 2025 (mandatory compliance of drivers and vehicles under the South African schools' act and related regulations) directed Principals to submit the digital applications for learner transport by 14 November 2025 for all learners benefiting from learner transport.

The application form on the digital platform was amended on 20 January 2026. As from 21 January 2026 applications for learner transport on the platform include the compulsory field to record the approval of SGBs as well as the reason to include the learner on the route.

To ensure data accuracy, and enhanced accountability, the following steps must be followed:

Schools

- Schools receive application for transport from the parent (**Application form attached**)
- The SGB and Principal must recommend the application with reasons why the learner is currently not transported, whether the learner qualifies according to the Policy and attach a print-out of the registration of the learner.
- No learner may be transported prior to approval by the HOD: Education.
- The application forms must be submitted to the relevant district office

Districts

- Ensure the learners qualify for learner transport
- Verify that the applications are supported by consent forms signed by the parents/guardian
- Verify that the application was recommended by the SGB.
- Consult with the Circuit Manager to ensure that the need is not a parental choice (capacity and admissions-related matters)
- Confirm that an offer was not made to place the learners in a hostel
- Routes must be re-verified on ArcGIS Survey 123 in case of any changes or changed circumstances causing the route to change.
- Submit request through e-submission on Azure AD. The reason for including the learner(s) as well as the re-verification of the route and the financial implication must be included in the

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submission. The route for the e-submission is ASD: Learner Transport, CES: Learner Support, Chief Director: District Management and HOD: Education

The Provincial Office will provide each school with an official list of learner names assigned to every transport route. Only learners applied for on the digital platform will be included in the list. A copy of this list must be kept in all learner transport vehicles, with an additional copy filed and accessible at the school. Only learners whose names appear on the approved list may be transported; under no circumstances may any learner not listed be allowed to board the vehicle.

Your co-operation in this regard is appreciated.

A handwritten signature in black ink, consisting of a stylized 'W' or similar character enclosed within a circular flourish.

Date: 26/01/2026



APPLICATION FOR TRANSPORT

Name of the Parent: _____

Name of the School: _____

Contact Number: _____

Name of Farm/ Village	Grade	Learner Unit Record Information Tracking System (LURITZ) number	Name of learner

- I herewith confirm that I am applying to the Department of Education to provide transport for my child/children.
- I confirm that distance is longer than 5km to the nearest appropriate school and not to a school of my choice on weekdays.
- I confirm that no offer to place my child/children in a hostel has been made by the Department.
- I undertake to give the necessary co-operation so that the programme succeeds by ensuring that my child/children are on time at the pick-up point and address the ill-discipline of my child/children when reported by the school/driver.
- I understand that my child/children will be removed from transport if ill-discipline continues after it is addressed.

I confirm that I will ensure that my child will adhere to the following:

- Follow the Driver's instructions
- No eating or drinking on Learner Transport vehicles
- No smoking or tobacco products on Learner Transport vehicles
- No drug use or alcohol consumption is allowed on Learner Transport vehicles
- No vulgar or offensive language, excessive noise, or harassment of other passengers
- Radio's, CD's, DVD's, and MP3 technology may only be used with earphones or headsets
- Cell phone use may not disturb other passengers or the driver
- Respect other passengers' property and space
- Don't litter on the bus or at the pick-up points

- Always remain seated during transport
- Guns, knives, and all flammable liquids are prohibited on all Learner Transport vehicles
- May not pay any fares to the driver
- Ensure that they are at the pick-up point at least five minutes before the bus is due to arrive or depart
- May not throw or trail articles from the vehicle's windows or doors
- May not interfere with the vehicle's fixtures and fittings including emergency exits and door controls
- Hanging and/or swinging off bars not allowed
- No spitting in the vehicles
- Must stand in an orderly row and wait for the transport vehicle
- Parents will personally be held liable for the wilful destruction to bus property
- May not request to be dropped off at another stop other than the pick-up points

I herewith further confirm that I understand that if my child wilfully causes destruction to bus property or exhibits disruptive behaviours, he/she will be asked to leave the Learner Transport vehicles and may forfeit the privilege of being transported by learner transport vehicles.

SIGNATURE BY PARENT

DATE: _____

DECISION OF SGB:

Criteria	Yes	No
The learner(s) is in Grade R to Grade 12 and registered at the school on SASAMS		
The distance travelled is 5km and more for a single trip to school		
The learner(s) is attending at the nearest appropriate school and not a school of parental choice		
The learner(s) was not identified to be placed in a hostel		

The application is herewith

Approved	Not approved
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The inclusion of the learner(s) is for:

Criteria	Yes	No
New route application (a route that is not part of the Learner Transport Programme or not in the same direction as the existing pick-up points)		
Extension of route (the learner(s) qualify due to relocation or other circumstances, and their inclusion results in an existing route becoming longer or a bigger vehicle is required)		
Current route (the route is an existing route that exists at the school and the learner(s) is transported since 2024)		

Reason why the learner(s) did not apply for learner transport in November and implication if learner is not included in the learner transport program:

I hereby certify that the above information is correct, accurate, verified and is compliant with the Admissions and Learner Transport Policy and Standard Operating Procedures (SOP)

	Principal	SGB Chairperson
Signature		
Date		

School stamp: