



**Western Cape
Government**

Education

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and Governance Planning**

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To: Chief Directors, Directors, Heads: IMG Co-ordination & Advice, Circuit Team Managers, IMG Managers and Principals of public schools

BRIEF SUMMARY: This circular accompanies and introduces a procedural guideline on the management of school excursions, and includes practical suggestions on how to ensure the reasonable safety of learners on excursions.

Subject: WCED Guideline on the Management of School Excursions

1. The attached procedural guideline has been produced in order to assist the principal, school management team and educators with the planning and organising of school excursions.
2. Schools are encouraged to study this guideline very carefully, and to use the provided checklist to ensure that all reasonable safety precautions have been taken when embarking on a school excursion.
3. The attached guideline also informs educators of their legal and social responsibility to protect learners while they are under the care of the school.
4. Please bring the contents of this circular and the attached policy to the attention of all teaching staff, members of the school governing body and parents.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2013-11-22



GUIDELINES FOR THE MANAGEMENT OF SCHOOL EXCURSIONS

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1. **Definitions**

In these guidelines, any word or expression to which a meaning has been assigned in the Act, has the same meaning assigned to it, and, unless the context otherwise indicates, –

“bus” means a motor vehicle designed, or lawfully adapted, by a registered manufacturer in compliance with the Road Traffic Act, 1998 (Act 29 of 1998), to carry more than 35 persons, excluding the driver, subject to section 31 of the Road Traffic Act.

“department” means the Western Cape Education Department.

“driver” means any person who drives or attempts to drive any vehicle or who rides or attempts to ride any pedal cycle or who leads or drives any draught, pack or saddled animal, or herd or a flock of animals.

“educational activity” refers to any learning activity approved by the principal, arranged by or for the school, conducted on or off the school premises, and supervised by appointed adults.

“educator” means any person (excluding a person who is appointed to perform only extra-curricular duties) who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and educational psychological services, at a school.

“educator in charge” refers to the educator who has the responsibility of planning for and conducting the excursion and who has a primary responsibility for the care and safety of the learners.

“governing body” means a governing body contemplated in section 16(1) of the South African Schools Act, 1996 (Act 84 of 1996).

“Head of Department” means the head of the Western Cape Education Department.

“indemnity form” refers to a written undertaking, completed and signed by a learner’s parent or guardian, not to take civil action against the school, the department and/ or its employees.

“learner” means any person receiving education or obliged to receive education in terms of the South African Schools Act, 1996 (Act 84 of 1996).

“owner” in relation to a vehicle, means –

- (a) a person who has the right to use and enjoyment of a vehicle in terms of the common law or a contractual agreement with the title holder of such a vehicle; or
- (b) any person referred to in (a) above for any period during which such person has failed to return such vehicle to the title holder in accordance with the contractual agreement referred to in (a) above.

“parent” means –

- (a) the biological or adoptive parent or legal guardian of a learner;
- (b) the person legally entitled to custody of a learner; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner’s education at school.

“principal” means an educator appointed or acting as the head of the school.

“school” means a public school which enrolls learners in one or more grades from Grade R (Reception) to Grade 12, in accordance with section 12(3) of the South African Schools Act, 1996 (Act 84 of 1996).

“school activity” means any educational, cultural, sporting, fundraising or social activity of the school within or outside the premises of the school.

“school fees” means school fees contemplated in section 39 of the South African Schools Act, 1996 (Act 84 of 1996), and includes any form of contribution of a monetary nature made or paid by a person or body in relation to the attendance or participation of a learner in any programme of a public school.

“learner transport” means the dedicated transporting of learners and educators as contemplated in section 72 of the Road Traffic Act, 1996 (Act 93 of 1996) and does not include the transporting of such persons as part of normal public transport.

“supervision” means the management and control of learners at school and during school activities.

“**roadworthy certificate**” means a certificate certifying the roadworthiness of a motor vehicle in accordance with the requirements of the Road Traffic Act, 1989 (Act 29 of 1989).

“**water-based excursions**” any excursion where activities occur in, on or around water

2. **Scope and application**

These guidelines apply to all school excursions organised by public schools in the Western Cape and approved by the Western Cape Education Department (WCED), within the context of school activities as defined in the South African Schools Act (SASA), 1996 (Act 84 of 1996). It has also been approved by the SGB Associations.

3. **Constitutional and legislative framework**

The following constitutional and legislative frameworks underpin these guidelines:

The Constitution of the Republic of South Africa, 1996

The South African Schools Act, 1996 (Act 84 of 1996)

The Regulations on Safety Measures at Public Schools, Government Gazette No. 29376, dated 10 November 2006

The National Road Traffic Act, 1996 (Act 93 of 1996)

The Road Traffic Act, 1989 (Act 29 of 1989)

The National Land Transport Act, 2009 (Act 5 of 2009)

The National Land Transport Transition Act, 2000 (Act 22 of 2000)

The National Road Traffic Regulations, 2000

The Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998)

The Administrative Adjudication of Road Traffic Regulations, 2008

4. **School Activities**

For the purposes of these guidelines, school activities are classified into three categories:

Category 1 activities: Standard curricular and co-curricular activities

Category 2 activities: Parallel, but voluntary, enrichment activities

Category 3 activities: Tours, camps and excursions

The rules, arrangements and expectations regarding excursions, or outings related to these activities, are as follows:

4.1 **Category 1 activities: Standard curricular and co-curricular activities**

4.1.1 These are normal school activities prescribed in curricular documentation (planned curriculum), and/or are part and parcel of the normal school programme. The management of such activities is included in the job description of the principal in any public school, or in the unwritten, but nevertheless clear, expectations which

the department and the community hold of the principal of an ordinary public school.

- 4.1.2 These activities fall under the direction and control of school management, and, except at the initial stage (where the school's governing body is required to decide on the subject choice and extramural offering), they are managed independently of control by the school's governing body and the department, except in respect of such oversight procedures, evaluation and appraisal as is embodied in the normal practice of supervision.
- 4.1.3 The principal and management team are not required to obtain permission from the governing body or education authorities concerning their implementation.
- 4.1.4 All learners within a specific subject or group at which these activities are aimed must therefore be given an opportunity to participate in them. When offering opportunities to a learner or group of learners, Section 41 (7)(a) – (d) of the SASA should serve as a guide.
- 4.1.5 These activities include classroom and other activities which take place on school premises between the normal arrival time of learners at the beginning of the school day, and their departure at the end of the day.
- 4.1.6 Apart from classroom lessons, they include assemblies, compulsory curriculum-based academic excursions not exceeding one school day in length, co-curricular activities, special functions, interschool matches and activities at a local level.
- 4.1.7 They are identified and publicised in the information documents and promotional material or activities of the school, e.g. application form, prospectus, orientation meeting for new parents and learners.
- 4.1.8 They are funded from school fees and there may be no additional charge levied for participation in or attendance at these activities.

4.2 Category 2 activities: Parallel, but voluntary, enrichment activities

Schools offer a variety of parallel, but voluntary, activities aimed at enriching and/or extending the curriculum. These activities include, for example, attendance at a film show, a theatre production, a concert or choir, or visits to places of interest during which the knowledge gained by learners during lessons will be extended to matters beyond, though related to, the curriculum. The following procedures should apply to such activities:

- 4.2.1 Attendance at these activities is not compulsory, and learners who do not participate are not academically disadvantaged as a result of their absence.
- 4.2.2 The activities take place on or off the school premises, and after school hours.
- 4.2.3 The school may levy a charge on those learners attending, in order to cover

transport costs and entrance fees.

- 4.2.4 If the activity unavoidably occurs at such time that attendance breaks into the academic programme, permission must be sought by the principal from the district director or his or her delegate, at least two weeks before the proposed activity takes place.

4.3 Category 3 activities: Tours, camps and excursions

- 4.3.1 These activities take place off the school premises and require participants to sleep over somewhere other than in their homes or, in the case of hostel boarders, away from the hostel.

- 4.3.2 Participation in these activities may be compulsory, voluntary or by selection.

- 4.3.3 Where attendance is compulsory, no charge may be levied, and the activity will be financed from school funds.

- 4.3.4 Where attendance is voluntary or by selection or invitation, costs will be borne by the parents of participating learners, with the proviso that selection will not be influenced by an inability to pay the prescribed fee, and the school will make every reasonable effort to assist those who cannot afford the fee to be fully or partially funded, e.g. by helping to find a donor or (with the approval of the governing body or finance committee) from school funds.

- 4.3.5 In respect of such an event, the following permissions are required:

- (a) In respect of any activity taking place outside of the borders of South Africa:
- (i) Initial provisional approval for the proposed activity must be obtained from the governing body in the form of a minuted decision of a quorate meeting of the governing body.
 - (ii) After governing body approval has been granted, the principal will approach the Head of Department for permission to proceed.
 - (iii) Such application must reach the District Director at least twelve (12) months before the proposed departure date.
 - (iv) Based on the submission from the school, which will include sufficient detail (e.g. purpose of activity, full itinerary, accommodation and safety arrangements, for an informed decision to be made, the District Director will consider the application and then either reject the proposal or grant provisional permission to proceed. The District Director may require additional information if submitted information does not assist him or her to arrive at an appropriate decision.
 - (v) The decision of the District Director must reach the principal within 30 days of the receipt thereof.
 - (vi) If provisional permission is granted by the District Director, the school will proceed to obtain approval from the parents of likely participants, at a

formal meeting, where the proposed itinerary, programme and projected costs are clearly explained and enumerated.

- (vii) The proposal to proceed must be put to the meeting, discussed, voted upon and the decision minuted.
 - (viii) If a decision to proceed is passed, the governing body must formally accept the decision of the parent meeting at a meeting of its own.
 - (ix) The minutes of these two meetings must be sent to the District Director at least nine months before the proposed departure date, at which stage the department will either confirm or withdraw its permission to proceed.
- (b) For any activity which takes place within the borders of South Africa, but during which the participants are required to sleep over or away from their normal place of residence, the following will apply:
- (i) The activity will be included on the school's normal year plan or programme of activities.
 - (ii) These activities will be discussed and approved in advance by the governing body.
 - (iii) They will be submitted in writing to the district director or his or her delegate before the end of the school year preceding that in which the activities are due to take place.
 - (iv) He or she will consider the application and either grant or withhold permission for each activity, individually.
 - (v) The district director or his or her delegate will respond to the application before the start of the new school year.

4.3.6 As part of the preparations for any of the above Category 3 activities, the school will present relevant details of the activity, including costs, to the parents of likely or prospective participants, and obtain written permission from parents for their children to participate.

4.3.7 Such written permission will, where relevant, also include the details of any medical conditions, medicines, permission for accompanying adults to act *in loco parentis* in an emergency, contact numbers and other such details as the principal may deem necessary.

4.3.8 Where Category 3 activities within the borders of the country are added to the programme during the year, they will be formally approved by the governing body and permission will be requested from the district director or his or her delegate before the end of the school term prior to that in which the activities are to take place.

4.3.9 The district director or his or her delegate will respond to the application before the start of the new term.

5. General principles

- 5.1 All school activities must be organised in accordance with the relevant national and provincial legislative requirements.
- 5.2 It is advisable to plan school excursions well in advance, preferably during quarterly or annual planning sessions.
- 5.3 Approval of excursions must be requested well in advance.
- 5.4 A risk assessment must be conducted prior to all school excursions. This assessment must consider, among other things, the following:
 - 5.4.1 Financial affordability to learners
 - 5.4.2 Relevance to the curriculum or subject
 - 5.4.3 Safety, e.g. type of transport to be used, possible weather conditions and environmental risks, such as terrain, snakes, wild animals, water, etc.
 - 5.4.4 Health and age of educators and learners
 - 5.4.5 Extent of supervision required and the planning thereof
- 5.5 Because excursions fall within the context of the definition of a school activity, the same standard of conduct that is required by the school's code of conduct, as well as the obligation to report learner or educator misconduct or child abuse, applies equally and throughout any tour, camp or excursion, in the same manner as it would in the school context.

6. Specific requirements

- 6.1 Prior to any excursion taking place, the school governing body and the parents of the learners concerned must be informed in writing in advance of
 - 6.1.1 the full details of the planned excursion, including the destination, purpose, costs involved, date and time of departure, transportation and eating arrangements, estimated time of return, and the excursion itinerary or programme; and
 - 6.1.2 whether the excursion will include travelling through areas where there is a risk of disease or violence.
- 6.2 Signed parental consent forms, granting permission for a learner to participate in the Category 3 activities for which selection takes place, must be obtained from the relevant parents.
- 6.3 Parents may not be asked to sign indemnity forms that indemnify the school against any legal action that may arise as a result of undertaking the excursion, nor should learners be refused participation based on the parent's refusal to sign an indemnity form.

6.4 If some parents do not allow their children to participate in a school excursion which occurs during school hours, the school must arrange an alternative educational programme, which could be normal classes at school.

7. Duties, responsibilities and expectations of educators in charge of school excursions

- 7.1 Principals are responsible for ensuring that the necessary permission is obtained, depending on the category of activity, and must, where relevant, complete the application form contemplated in Schedule 1 to the Regulations on Safety Measures at Public Schools, published in terms of the SASA, and submit it to the official designated in these guidelines.
- 7.2 For excursions or tours where permission is required from the Head of Department or district director or their delegate, the following must be included with the application:
 - 7.2.1 A written description of the arrangements to ensure that learners and staff members not going on tour, for whatever reasons, will continue with their normal school duties and activities
 - 7.2.2 The excursion or tour programme, with details of proposed dates, routes, places to be visited, duration of the excursion or tour and arrangements for transport and accommodation
 - 7.2.3 A written statement indicating the number and grade(s) of learners that will be going on the excursion or tour, and the approximate number of male and/or female supervising staff accompanying the excursion or tour party
 - 7.2.4 A written indication of how lost teaching time will be made up, if not completely covered by the excursion or tour programme.
- 7.3 The school must make every reasonable effort to ensure the safety of learners during the excursion or tour, including, but not limited to, the following:
 - 7.3.1 The school must ensure that the learners are under the supervision of a responsible adult at all times, taking into account the gender composition of the learner group.
 - 7.3.2 The educator: learner ratio is at least 1 educator or parent or other adult for every 20 primary school learners, or at least 1 educator, parent or other adult for every 30 secondary school learners.
 - 7.3.3 The principal must take all reasonable measures to ensure that those allowed to accompany and supervise learners are suitable for the task.
- 7.4 Should any learner be on medication while participating in the excursion or tour, the following precautions must be taken:
 - 7.4.1 Parents of such learners must report to the school, in writing, the medical condition of their child before the excursion.
 - 7.4.2 The principal must provide the supervising educator with a report on the medical conditions of such learners.
 - 7.4.3 Sufficient quantities of medication must be provided by parents for learners who require medication during school excursions.

7.4.4 Certified copies of doctors' prescriptions for those medications must be provided by the parents of the learners concerned.

7.5 If a learner is injured or falls ill during the course of an excursion, and requires medical treatment, the supervising educator must do the following:

7.5.1 Contact the parent of the learner concerned to obtain written consent for such medical treatment

7.5.2 Determine whether or not to consent to such medical treatment, if he or she is unable to contact the parent of the learner

8. Supervision of learners during an excursion

Before the planned excursion is undertaken, principals must ensure that, in addition to the requirements stated in paragraph 7 above, –

8.1 reasonable precautionary measures have been taken in relation to the safety of the participating learners, educators and parents, and that the supervision will be adequate in relation to the number of learners, their maturity, anticipated behaviour and the planned activities;

8.2 in cases of extended excursions, supervising educators and accompanying educators recognize their duty to care for the safety and welfare of learners;

8.3 the supervising educator and accompanying educators are made aware that they retain the ultimate responsibility for supervision, care and welfare of learners and cannot transfer the responsibility to parents, volunteers or employees of external organisations, such as hotel staff or bus drivers;

8.4 in the case of overnight or extended excursions, supervisory and accommodation arrangements are such that no educator or parent is placed in a position where there is a potential for allegations of improper conduct to be made, or where the propriety of their behaviour can be questioned;

8.5 any excursions involving swimming, water-based activities or overnight stays are accompanied by an educator who possesses some qualification or training in cardio-pulmonary resuscitation and emergency care;

8.6 where possible, that the area or place of the proposed excursion is assessed beforehand to identify potential problems or dangers, and to determine the level of supervision necessary to avoid the risk of injury; and

8.7 unscheduled alternative activities by participating learners, which were not originally part of the programme and for which parental consent would normally have been necessary, must not be permitted.

9. Transport and transport file

Arrangements and expectations regarding the transport of learners are subject to a set of regulations of their own. The following indicates the manner in which the regulations can be effectively applied by schools in respect of excursions, tours and normal day-to-day transport arranged by or for the school:

9.1 Every school which transports or arranges transport for its learners will keep a transport file.

9.2 This file must be inspected and signed by the district director or his or her delegate at least once every academic year, preferably during his or her first visit to the school each year. The school may elect to invite the district director or his or her delegate to the school for this purpose.

9.3 The file will contain the following:

9.3.1 In the case of a school which has its own vehicles which are driven by staff members:

- (a) A valid roadworthy certificate for every vehicle owned or used by the school to transport learners (The certificate to be renewed annually and replaced by the newly updated document.)
- (b) A copy of a valid professional driving permit for every person who is at any time allowed to drive a school vehicle transporting passengers (This must, likewise, be renewed annually and the latest version filed.)
- (c) Proof that the vehicle is appropriately insured.

9.3.2 In the case of a school which uses an outside transport service provider to transport learners, a certificate similar to Addendum A, must be completed and signed annually by every transport service provider used by the school.

9.3.3 Whenever a vehicle is used for transporting learners, the staff member in charge of arranging the transport or driving a vehicle transporting learners will carry out a cursory inspection of the vehicle to determine whether it appears to be in sound condition and suitable for transporting the number of learners in the group. This can be done by considering matters such as the following:

- (a) The general appearance of the vehicle
- (b) Whether the windscreen wipers, head-, tail- and brake lights and hand-brake are in working order (Ask for a demonstration before allowing learners to get onto or into the vehicle.)
- (c) Whether the brakes of the vehicle are in sound working order (A brief demonstration can be arranged on or immediately outside the school premises.)
- (d) The condition of the tyres
- (e) The condition of the windows
- (f) The operation of the entrance and exit doors
- (g) The condition of the seating in the vehicle

9.3.4 Every vehicle must be equipped with a fire extinguisher.

9.3.5 If the excursion is for more than one day, the transport company or the owner of the vehicle(s) must provide (a) substitute driver(s) and a transport support system en route.

- 9.3.6 The principal, supervising educator or member of the school governing body must liaise with the driver or owner of a bus if an accident must be reported to the police, and must report the accident him- or herself within 48 hours if the driver or the owner fails to do so.
- 9.3.7 Transport companies or owners must, in addition to the above, comply with the requirements for scholar transport set out in the Regulations for the Administrative Adjudication of Road Traffic Regulations, 2008, in particular Chapter 6, and any other notice which may, from time to time, be published in terms of such Regulations.



GENERAL CONSENT FORM

It is widely recognized that attendance at school or any school activity, including participation in excursions, games, sporting or other activity at or through the school, and including the use of transport arranged by the school, may entail risks for a learner. Such risks are part and parcel of life and education.

Acknowledging the foregoing I, _____ (full names of a parent/guardian), parent and/or legal guardian of the under-mentioned, over whom I have custody and control, hereby consent to my son/daughter/ward, (full names) _____ participating in the various activities (including sports activities, games, camps and educational and recreational activities and outings) arranged, organised or offered by the School, and, where relevant, to his/her being transported to and from the said activities by means of transport made available by the school for that purpose.

I further agree that such participation or use shall be at the risk of the learner and his/her parent/guardian. Insofar as every reasonable and practicable precaution is taken for the safety and welfare of my son/daughter/ward and for the care of his/her possessions, I hold blameless all other persons, ABCDE School and all organisations associated with the activity, should any prejudice, loss, damage, illness or injury occur to my son/daughter/ward during the above activity, consequent upon my having given permission for his/her participation in the activity.

This includes a waiver against my claiming for recovery of costs resulting from theft, damage, loss and/or medical conditions or hospitalisation, unless such loss is caused by the negligence, wilfulness or deliberate act of the School or one or more of its employees.

I furthermore appoint the school staff accompanying the tour or group, or supervising the activity, to act in loco parentis in respect of my son/daughter/ward should the need therefore arise, and where it is deemed by them to be necessary to do so, to take such steps as the school deems reasonable in the event of the applicant becoming ill, being injured, or for any reason requiring medical attention.

RELEVANT INFORMATION CONCERNING YOUR SON'S/DAUGHTER'S/WARD'S CONDITIONS/CIRCUMSTANCES

Does your son/daughter/ward have any medical condition or allergy of which the teachers accompanying the group need to be aware? YES NO

If so, please provide details: _____

Should medication/hospitalisation be necessary please indicate (if applicable):

- a) Name of your Medical Aid Society: _____ Medical Aid No: _____
b) Name of principal member of Medical Aid (usually father or mother) _____
c) Contact details of Medical Practitioner to be contacted for medical history if necessary: _____
d) Emergency contact telephone number/s: Telephone: (work) _____ (home) _____ (cell) _____

Signature of Parent/Guardian Date
Full name of witness Signature



APPLICATION TO UNDERTAKE A SCHOOL TOUR OR NON-COMPULSORY OUT-OF-SCHOOL-HOURS EXCURSION DURING WHICH LEARNERS WILL BE SLEEPING AWAY FROM HOME

The completed application form must be submitted by the school to the education district director at least x months before the proposed activity. It must be signed by the Principal and the SGB Chairperson.

1. DETAILS OF SCHOOL

1.1	Education district	
1.2	Name of school	
1.3	School's EMIS number	
1.4	Name of principal	

3. LOGISTICS OF ACTIVITY

Indicate whether overnight or day visit:		No. of days:
If overnight, describe type of accommodation to be used:		
Accommodation for learners	Type:	No per room:
Accommodation for adults	Type:	No per room:
Catering arrangements:		

4. PLANNED APPROXIMATE SIZE AND COMPOSITION OF EXCURSION PARTY

Number of learners		Total	Number of teachers		Total	Number of parents		Total
Boys	Girls		Male	Female		Male	Female	

5. FUNDING ARRANGEMENTS

5.1 COST DETAILS

Cost of the tour per person:	Total cost:

5.2 SUPPORT PROVIDED FOR LEARNERS WHOSE PARENTS CANNOT AFFORD THE ACTIVITY

6. TRANSPORT DETAILS

6.1 NAME OF THE COMPANY OR PERSON(S) OWNING THE VEHICLE(S):

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6.2 ADDRESS(ES) OF THE ABOVE COMPANY OR PERSON(S):

6.3 ROADWORTHY CERTIFICATE:

A certificate of compliance will be provided prior to departure and filed in the school's Transport File.

7. DOCUMENTS TO BE SUBMITTED WITH APPLICATION

Copies of the following documents must be submitted with the application:

- 7.1 The full excursion itinerary
- 7.2 The letter of invitation (if applicable)
- 7.3 All the signed parental consent forms
- 7.4 The school's most recent bank statement
- 7.5 A copy of the minutes of the school governing body meeting at which the excursion was approved

8. SIGNATURES

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PRINCIPAL'S NAME (Please print)	SIGNATURE	DATE
-----	-----	-----
SGB CHAIRPERSON'S NAME (Please print)	SIGNATURE	DATE

FOR OFFICIAL USE:

APPLICATION APPROVED BY:

-----	-----	-----
IMG MANAGER'S NAME (Please print)	SIGNATURE	DATE

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DISTRICT DIRECTOR'S NAME (Please print)	SIGNATURE	DATE



Application for approval of transport for regular and/or routine school outings

(NB: The principal of the applicant public school must complete this application form, which may be processed and approved by the Ward Manager of the relevant school.)

Copies of the following documents must be submitted with the application:

- o Addendum A: Certificate of Validation from any company from which the school hires vehicles for the transport of learners
o Addendum B: Certificate of Compliance from the School in respect of its own vehicles and drivers
o Addendum C: Schedule of routine activities for the term

Name of school: Emis number of the school:

District: Circuit:

The school hereby applies for permission to organize and undertake regular, routine educational activities off school premises, including permission to arrange and utilize appropriate means for transporting learners to such activities.

Details of school activities for which permission is sought (delete those which do not fall within the school's ambit of regular or routine activities) are provided below.

1. Description of routine school activities for which transportation of learners is required

Routine activities for which school transport is used or arranged includes transporting of learners to academic/curricular activities, church, sport or cultural activities within a radius of 300 km or trip duration of 3 hours from the school: a separate application will be submitted in respect of each activity falling outside the scope of this application.

2. Date, venue and description of activities

For details of date, venue and description of activities to which learners are to be transported, see attached schedule of school events

3. Details of grades and numbers of learners to be transported

At different times this could include all grades in the school. The school undertakes that at no time will the learners in a vehicle exceed the registered carrying capacity of the vehicle.

4. Details of supervisory staff involved

The ratio of supervisory staff to learners will at all times be not less favourable than 30:1, and the supervisory staff will have been briefed on their duties and the expectations of the school in that regard.

Principal: Signature Date
Authorized SGB Representative: Signature Date

For official use:

Approved:

By Circuit Manager Yes No

Name: Signature: Date:

(If not approved, the Circuit Manager will provide reasons and afford the principal an opportunity to rectify shortcomings before re-submitting:)

By District Director Yes No

Name: Signature: Date:



School's own transport: Certificate of Compliance in respect of the transport of learners

I, Principal of the abovementioned school, hereby certify that the following measures and expectations have been fulfilled and complied with in their entirety, both in respect of our own vehicles used to transport **ABCDE High School** pupils and the drivers who drive them.

Please place a tick in the relevant box to indicate whether you have complied or not:

1. The drivers used to drive the school's own vehicles transporting **ABCDE High School** learners have been tested/observed by a competent authority and we are satisfied that they are fully proficient to carry out this task.
2. Every driver used to drive a school-owned bus or minibus used to transport our learners has a valid public driver's permit (PDP).
3. Any school-owned vehicle in which the School transports its learners has an up to date, valid licence.
4. Any school-owned vehicle used to transport our learners is in a sound condition and suitable for the purpose for which it is used.
5. The tyres and brakes on the school-owned vehicles are regularly checked and are in a good and safe condition.
6. Every school-owned vehicle used by the school to transport learners has a valid roadworthy certificate, and has been checked to ensure that it still complies with the requirements which were in place in order to earn the roadworthy certificate.
7. Every school-owned vehicle used by the school to transport **our learners** is suitable for the number of learners carried in the vehicle at any time.
8. The school transports all passengers seated, and there are sufficient seats for the number of learners carried, in order to comply with the law in this regard.
9. All school-owned vehicles used to transport learners are insured for the purpose for which used.

The above certified to be a true and accurate reflection of the situation as pertains on each and every occasion on which **ABCDE High School** pupils are transported by the school.

Details of school-owned vehicles used by the school for transporting learners:

	Make	Model	Year of manufacture	Registered seating capacity	Date roadworthy certificate issued	Date roadworthy certificate expires
1						
2						
3						
4						
5						

Name of Principal: _____ Signature of Principal: _____ Date: _____

Certificate of Validation in respect of vehicles hired by the school to transport learners

Certificate provided by
MAXIBUS SERVICES CC

in respect of vehicles and drivers utilized to service the needs of the school

Trading name and registered company address of registered company which owns the vehicles: _____

_____)

I, duly authorized representative of **Maxibus Services CC** hereby certify that the following measures and expectations have been fulfilled and complied with in their entirety, both in respect of the vehicles used to transport **ABCDE High School** pupils and the drivers who drive such vehicles.

Please place a tick in the relevant box to indicate whether you have complied or not:

1. The drivers used to drive vehicles transporting **ABCDE High School** learners have been tested/observed by the company and we are satisfied that they are fully competent to carry out their task.
2. Every driver used to drive a bus or minibus used to transport **ABCDE High School** pupils has a valid public driver's permit (PDP).
3. Any vehicle in which **ABCDE High School** pupils are transported has an up-to-date, valid licence.
4. Any vehicle used to transport **ABCDE High School** pupils is in a sound condition and suitable for the purpose for which the company has hired it out.
5. The tyres and brakes on the vehicles have been checked and are in a good and safe condition.
6. Every vehicle used to transport **ABCDE High School** learners has a valid roadworthy certificate, and has been checked by the company to ensure that it still complies with the requirements which were in place in order to earn the roadworthy certificate.
7. Every vehicle used to transport **ABCDE High School** learners is suitable for the number of learners carried in the vehicle at any time.
8. The company transports all passengers seated, and there are sufficient seats for the number of learners carried, in order to comply with the law in this regard.
9. Every vehicle used for the transport of **ABCDE High School** learners has been insured for the purpose for which it is being used.

The above certified to be a true and accurate reflection of the situation as pertains on each and every occasion on which **ABCDE High School** pupils are transported by the company.

Signature of authorized representative: _____ Date: _____