



**OFFICE OF THE HEAD OF DEPARTMENT**

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**TO : CLUSTER CHIEF DIRECTORS & DIRECTORS (A & B)**  
**DISTRICT DIRECTORS**  
**CMC HEADS**  
**CES-ESSS**  
**EDO / CIRCUIT MANAGERS**  
**DISTRICT SCHOLAR TRANSPORT COORDINATORS**  
**SCHOOL PRINCIPALS BENEFITING FROM SCHOLAR TRANSPORT**  
**SCHOOL GOVERNING BODIES (SGBs)**

**FROM : HEAD OF DEPARTMENT**

**DATE : 28 MARCH 2025**

**SUBJECT: CORRECTION OF ERRORS IN THE SCHOLAR TRANSPORT DATA  
UPLOADED AND SUBMITTED TO SASAMS**

The subject above Here-below is a matter referenced by the subject above.

1. It is hereby brought to your attention that the Department could not be able to effect submission of 2025 scholar transport data to Department of Transport due to errors identified as captured by some schools. The list of errors for your schools are lodged with the District Office, and they will contact you directly on errors for your schools.
2. It is the responsibility of Department of Education (DOE) to submit credible and reliable data to Department of Transport (DOT) for costing purposes. All missing elements that are reflected in the submitted error database affect the costing process and final submission to DOT.
3. For realization of the above, districts and their respective schools are called upon to make their corrections today, (28 March 2025) for the Department to make an error free data submission to Department of Transport by the 7<sup>th</sup> of April.
4. Failure to meet the above by any school and district would amount to disadvantaging learners that would have an opportunity to "Access Quality Education" through scholar transport provisioning.

Hoping for your best co-operation.

Yours faithfully,

**MS. SA MAASDORP**  
**HEAD OF DEPARTMENT**

28.03.25  
**DATE**

**REQUEST FOR CORRECTION OF ERRORS IN THE SCHOLAR TRANSPORT DATA UPLOADED AND SUBMITTED TO  
DEPARTMENT OF TRANSPORT**