

## **Video Surveillance System on School Buses**

Video cameras may be used to monitor school bus safety conditions and student behavior on regular bus routes (home to school and back home) as well as on curricular and extracurricular activity trips. Students in violation of school bus/District conduct rules will be subject to discipline in accordance with established policies and rules.

The following procedures will be followed relative to the video monitoring system.

### **I. Parent/Legal Guardians and Student Rights**

- A. Parents/legal guardians and students will be notified that video cameras are in use on school buses.
- B. The video tapes shall be maintained in a manner that is consistent with the requirements of state and federal confidentiality regulations.
- C. When a video tape is viewed for the purpose of dealing with an incident involving student discipline, the student involved as well as his/her parents/legal guardians will have the right to view the tape.

### **II. Viewing Requests**

- A. Requests for viewing can only be made by bus drivers, school administrators, transportation representatives or parents/guardians and by students who are the subject of an incident involving student discipline.
- B. Requests for viewing can only be made for the purpose of observing specific incident of student behavior or safety conditions, except as provided in section C. 2. below.
- C. Requests for viewing shall be made through the contractor.

### **III. Viewing**

- A. The District administrator responsible for transportation or building principal will make the final decision on all requests to view a tape, after consultation with a designated representative of the transportation provider.
- B. The contractor and driver may view a video tape without permission from a school administrator when the sole purpose is for training and/or instruction of the driver.

- C. The District administrator responsible for transportation or principal or his/her designee and a representative of the transportation provider will be present when a tape is being viewed except in cases where the video tape is being used to train or assist the bus driver.
- D. Actual viewing can be done only at school-related sites, the transportation office or at one of the schools.
- E. A written log will be maintained of those who view video tapes, the date of the viewing, the date the video was taped and the bus on which the video tape was made.
- F. If the viewer feels the information on the tape is not adequate and that the situation needs further attention, he/she shall notify the District administrator responsible for transportation.

#### IV. Storage

- A. All video tapes and monitoring equipment are the property of the District. Video tapes will be stored in a secure manner with the contractor.
- B. Video tapes will be rotated for recording so that there will be an accumulation of no more than five (5) school days of transportation. Recordings of curricular or extracurricular activity trips will be kept for no longer than seven (7) calendar days.
- C. In situations where an incident involving student behavior or a safety condition cannot be resolved during the 5 or 7 day period of time, the tape may be retained until the issue is resolved.