

Video Cameras on School Buses

Placement of Cameras:

- A. Cameras will be authorized for use in buses by the supervisor of transportation. The bus driver will be notified of the placement in his/her bus;
- B. Drivers may request that a camera be placed in their buses. The supervisor of transportation will discuss the reason for the request with the driver and will decide if and when a camera will be placed in the bus by special request;
- C. Building principals may request the supervisor of transportation to authorize placement of a video camera in a bus when they have reason to believe that a problem exists; and
- D. All buses where cameras may be utilized will have signs notifying riders that video cameras may be in use.

Use of the Recorded Tapes:

- A. The transportation department foreman/mechanic or supervisor will remove a video tape when a report of an incident/complaint happens. The tape will be kept on file until the incident/complaint is resolved;
- B. The bus driver will be reminded that the camera was on his/her bus. If the driver wishes to view the tape, a time will be set for this purpose;
- C. The transportation supervisor may view the tape with or without the driver;
- D. If a serious or flagrant violation of student bus rules is observed or if there is a continued violation, despite intervention, standard disciplinary action may be taken. Lesser violations will be brought to the attention of the student and proper conduct be explained;
- E. Any time a tape is to be used to support a disciplinary action, the tape will be dated, labeled and kept on file at the transportation department office for as long as deemed necessary;
- F. Tapes not used to support disciplinary action will be reused;
- G. When a tape is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the video. A viewing will be arranged at the student's school or the transportation department office. Parent(s) or guardian(s) will only be permitted to view incidents that involve their own child for student privacy reasons;
- H. A building principal or designee may request viewing of films through the transportation supervisor; and
- I. The supervisor of transportation may use videos to assist drivers with student behavior management skills.