

Video Cameras on Buses

Placement of Cameras:

- A. Cameras shall be authorized for use in buses by the transportation supervisor. The bus driver shall 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 shall discuss the reason for the request with the driver and shall decide if and when a camera shall 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.
- D. All buses where cameras may be utilized shall have signs notifying riders that video cameras may be in use.

Use of the Recordings:

- A. When the bus returns to the garage, the transportation department mechanic or supervisor may download and retain a copy for up to five (5) working days unless it is needed to support a disciplinary action.
- B. The bus driver shall be reminded that the camera was on his/her bus. If the driver wishes to view the tape, a time shall be set for this purpose.
- C. The transportation supervisor may view the recordings 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 shall be brought to the attention of the student and proper conduct shall be explained.
- E. Any time a recording is to be used to support a disciplinary action; the recording shall be dated, labeled and kept on file at the transportation department office for as long as deemed necessary.
- F. When a recording is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the recording. A viewing shall be arranged at the student's school or the transportation department office. Confidentiality needs to be discussed before the viewing of any recordings.
- G. A building principal or designee may request viewing of recordings through the transportation supervisor.
- H. The supervisor of transportation may use recordings to assist drivers with student behavior management skills.

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