

## 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 Video:

- A. Video recordings will be kept for up to five days, unless it is needed to support a disciplinary action;
- B. The bus driver will be reminded that the camera was on his/her bus. If the driver wishes to view the recordings, a time will 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 will be brought to the attention of the student and proper conduct be explained;
- E. Any time a recording is to be used to support a disciplinary action, the recording will be dated, labeled and kept on file at the transportation department office for as long as deemed necessary;
- F. Recordings not used to support disciplinary action will be erased;
- G. When a recording 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;
- H. A building principal or designee may request viewing of recordings through the transportation supervisor; and
- I. The supervisor of transportation may use videos to assist drivers with student behavior management skills.