

## **Procedure - Video Cameras on 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. When the bus returns to the garage, the transportation department foreman/mechanic or supervisor will remove the tape and retain it in a secure location for up to five (5) working 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 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;
- 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.