

## Video Cameras on Buses

### Placement of Cameras:

- A. Cameras shall be authorized for use in buses by the director of transportation. 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 director 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 director 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 Recorded Tapes:

- A. When the bus returns to the garage, the transportation department foreman/mechanic or specialist shall 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 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 specialist/director 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 shall be brought to the attention of the student and proper conduct shall be explained.
- E. Any time a tape is to be used to support a disciplinary action, the tape shall 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 shall 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 shall 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 director.
- I. The director of transportation may use videos to assist drivers with student behavior management skills.