

MANAGEMENT SUPPORT SERVICES

Video Cameras on Buses

A camera may be installed on a bus when authorized by the director of transportation. The bus driver shall be notified of the installation.

Each bus on which a camera is placed shall have a sign notifying riders that video cameras may be in use.

Recorded tapes shall be removed from cameras and viewed under the supervision of the director or supervisor of transportation.

Recorded tapes that are not to be retained pursuant to this procedure shall be erased within 5 days.

Recordings that have been reviewed to determine whether they support disciplinary action shall be dated, labeled, and kept in a secure file at the transportation office as long as is deemed necessary, but not longer than 1 year.

The superintendent may authorize retention of a tape for a longer period for good cause.

A student who is subject to disciplinary action and his/her parent, guardian, or custodian may view recordings made on the student's bus at the time of the alleged infraction(s) that are retained.

Principals and/or their designees may view tapes relevant to students in their schools.

The director or supervisor of transportation may use a recording to assist drivers with student behavior management training, with the consent of the driver on whose bus the recording was made. Such tapes will be erased not more than one year after the recording was made.

Approved: November 28, 2001