

### **Video Cameras on Buses**

#### **Placement of Cameras:**

1. 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.
2. 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.
3. 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.
4. All buses where cameras may be utilized will have signs notifying riders that video cameras may be in use.

#### **Use of the Record Tapes:**

1. When the bus returns to the garage, the transportation department 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.
2. 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.
3. The transportation supervisor may view the tape with or without the driver
4. If a series 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 will be explained.
5. 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.
6. Tapes not used to support disciplinary action will be reused.

7. When a tape is used to support disciplinary action, the student or the student's parent/guardian may request to view the video. A viewing will be arranged at the student's school or the transportation department office.
8. A building principal or designee may request viewing of films through the transportation supervisor.
9. The supervisor of transportation may use videos to assist drivers with student behavior management skills.