

## Video Cameras On Buses

### Placement of Cameras

- A. Cameras shall be authorized for use in buses by the supervisor of transportation;
- B. Drivers may request that a camera be placed in their buses. The supervisor 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;

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;

- C. All buses where cameras may be utilized shall have signs notifying riders that videocameras may be in use; and
- D. All buses where cameras may be utilized shall have signs notifying riders that videocameras may be in use.

### Use of the Recorded Tapes

- A. When the bus returns to the garage, the transportation department foreman/mechanic or supervisor 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. If the driver wishes to view the tape, a time shall 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 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 supervisor; and
- I. The supervisor of transportation may use videos to assist drivers with student behavior management skills.

NK042715  
NK093014