



# St. Mary Parish Schools

474 Highway 317 • P.O. Box 170 • Centerville, LA 70522 • www.stmaryk12.net

## Requesting Bus Video Footage

FROM THE OFFICE OF :

**Ronnie Louis**  
Supervisor of  
Transportation  
• 337-836-9661  
• rlouis@stmaryk12.net

School Requesting Video Footage: \_\_\_\_\_

Administrator Requesting Footage: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Morning \_\_\_\_\_ Afternoon \_\_\_\_\_

Mid-Day Route \_\_\_\_\_ After-School Tutoring \_\_\_\_\_

Bus Number: \_\_\_\_\_

Bus Driver: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

Location of Incident: \_\_\_\_\_

\_\_\_\_\_

Description of Students Involved: \_\_\_\_\_

\_\_\_\_\_

### **Transportation Department Use Only**

Video watched: Date \_\_\_\_\_ Observer \_\_\_\_\_

Video captured: Date \_\_\_\_\_

Video sent to the administrator:

Principal

Dr. Rachel Sanders

Assistant/Dean of Students

Dr. Buffy Fegenbush