



Title: **Use of Video Surveillance on School Vehicles**

Code: 810.1

Book: Policy Manual

Section: 800 Operations

Purpose

Student safety and management have as their objective, the securing of desirable behavior on the part of all students riding on school vehicles (buses and vans). The school vehicles are an extension of the classroom. The school day begins when the student enters the vehicle and ends when the student exits the vehicle. The school bus driver is responsible for the health, safety and welfare of each passenger while in transit. The school bus driver has the same type of responsibility for the student as the classroom teacher.

The Board, after having carefully weighed and balanced the rights of privacy of students and staff with the district's duty to ensure discipline, health, welfare and safety, will place video surveillance equipment on school transportation vehicles. The use of video recording is intended to assist administration, contractors and drivers in observing behavior and preventing violation of school vehicle rules while students are being transported to and from curricular and extracurricular activities. Such equipment may also be used to monitor the performance of drivers in the fulfillment of their duties on school transportation vehicles transporting students to and from curricular and extracurricular activities.

Authority

Student behavior on a school vehicle and the drivers' management of the behavior are the two (2) key elements to a safe and enjoyable ride. The video camera is but an aid to monitor bus behavior and in no way replaces the district school bus discipline policy, the driver's authority, or the responsibility of school officials. District disciplinary policies include student behavior and discipline on school vehicles. The Central Greene School District has communicated and enforces procedures to be followed by students while riding on school vehicles. The rules can be enforced only with the cooperation of every person concerned with transportation. Observance of these rules will ensure safety, prompt arrivals and departures of vehicles, and proper attitudes on the part of the students. Violations of these rules will result in the suspension of bus riding privileges or other sanctions.[1]

Delegation of Responsibility

Responsibility for the oversight of the system and tapes lies with the Transportation Supervisor. Discriminate use of taped behavior lies with the administration. The Transportation Supervisor shall oversee the routine procedures necessary to provide video surveillance on school vehicles.

Guidelines

Vehicles will be fitted with a housing that could hold a video camera. Each vehicle will also have installed therein a Video Cassette Recorder (VCR). A camera/VCR unit may be placed in any school vehicle as authorized by the Transportation Supervisor.

All students shall be notified by stickers placed on the vehicle, warning that they are subject to being videotaped on a school vehicle at any time. Notification to parents of all students shall be

made through the school district and the media. The actual taping shall be both audio and video.

The method of videotaping rider activities on the vehicle shall be constant. Information on the tape also indicates the driver's utilization of warning lights, stop arm, and brake application. The VCRs will be programmed to start recording from the instant the bus engine starts and continue recording for up to twenty (20) minutes after the bus engine is shut off. The VCR will also be programmed to allow for the automatic rewinding of the tape at tapes end, so as to have a nearly uninterrupted recording of the bus activity. Tapes will be supplied by the school district and the VCRs will be loaded by school district personnel.

The tapes may be reviewed when specific occurrences of disciplinary violations are reported, or may be randomly reviewed to: a) observe for rider safety and/or rule violations; b) observe driver adherence to safety, rider control and standard procedures; and c) document and discipline violators to enforce rules and show that behavior is being monitored. Any tape removed for review may be reused, or if in the case of rule or procedure violations, may be stored in the Transportation Supervisor's office until the final resolution or action has been taken and time for appeals has expired. The tapes will then be recycled.

A request for the viewing of a video tape can be made by the driver upon whose vehicle the tape was made, a Central Greene bus contractor, or a parent or guardian of a student who was a passenger on the vehicle. The requesting party must have "standing" to make a request. A viewing can only be requested with the intent to observe a given problem, incident or situation and in an effort to work toward a resolution of the problem or incident. All requests shall be made in writing by completing a

“Request to View Transportation Video Surveillance” form available in the district’s administration office.

A request for the viewing of a video tape made by a police agency or other local, state or federal agency entrusted with the administering of public safety and health shall be made in writing by completing a “Request to View Transportation Video Surveillance” form available in the district administration office.

Further, if the agency desires to obtain the original tape or a copy or desires to inspect the surveillance equipment used, a subpoena shall be obtained from the proper issuing authority.

Adopted: **January 16, 1996**

Last Revised: **December 17, 2002**

Legal References:

- 1. Pol. 218
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