ST. MARY PARISH SCHOOLS

474 Highway 317 ◦ P.O. Box 170 ◦ Centerville, LA 70522
337-836-9661 ◦ www.stmaryk12.net

Requesting Bus Video Footage

REQUESTOR'S INFORMATION

Administrator Requesting: _____

School Requesting: _____

Date of Incident: _____

Time of Incident: _____

☐ Morning ☐ Afternoon ☐ Mid-Day Route ☐ After-School Tutoring

BUS INFORMATION

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 ☐ Assistant Superintendent

☐ Assistant Principal/Dean of Students ☐ Superintendent

SUBMIT THIS FORM TO THE TRANSPORATION DEPARTMENT