

USE OF VIDEO SURVEILLANCE IN SCHOOL BUSES AND CHAIN OF CUSTODY PROCEDURES

Use of Video Systems

Surveillance systems will generally be placed in the interior of school buses as needed.

All school buses with surveillance systems will display a warning sign within the school bus that indicates video and audio surveillance can occur on that bus to encourage good student behavior.

Control of Systems

The supervision and control of all video surveillance cameras will be the responsibility of the Director of Transportation or their designee.

Video, tape, electronic recording on a hard drive or electronic imaging and audio download will be controlled by the Director of Transportation or designee. Recordings which contain information relevant to the good order and discipline on our buses may be retained upon request to allow administrative viewing should a referral result from the surveillance. Each recording will be identified by a date, route, and driver. Information on all video surveillance is considered to be for official use only and will not be viewed by anyone other than management and the driver, without approval of management. The use of the recording as an instructional method is encouraged, but it must be done with discretion and good judgment. Recordings which contain no significant information may be reused immediately.