

VIDEO CAMERAS ON BUSES

Background

The Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Procedures

1. Video Surveillance on Buses

- 1.1 Division buses may be equipped with a video surveillance system at the discretion of the Transportation Supervisor.
- 1.2 Video monitoring equipment shall be in operation on a random basis as determined necessary by the Supervisor of Transportation to monitor student behavior or the action of bus drivers.
- 1.3 The Transportation Supervisor shall be responsible to audit the use and security of surveillance equipment and recordings. The Supervisor shall conduct a review annually to ensure that this administrative procedure is being adhered to.

2. Notice to Students and Parents

- 2.1 Parents and students of the Division will be advised that behaviour of bus passengers may be recorded, and the purpose of such practices. Each school year, every school shall provide this advice to parents in its first newsletter.
- 2.2 Division buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.

3. Access to Video Surveillance Equipment

- 3.1 The following persons shall have access to the video surveillance equipment:
 - Transportation Supervisor;
 - School Administrators;
 - CEO and CFO;
 - Superintendents

4. Storage of Recordings

- 4.1 All recordings not in use must be securely stored in a locked receptacle.
- 4.2 All video records that have been used for the purpose of this policy shall be numbered, dated and retained according to the camera site.
- 4.3 Logs shall be kept of all instances of access to and use of recorded material to provide for a proper audit trail.
- 4.4 Only those persons identified in section 3.1 shall have access to the cabinet used to store recordings.
- 4.5 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed.

5. Viewing of Recordings:

- 5.1 All recordings are the property of the Division and will not be made available for public viewing. Those eligible to view recordings shall include: staff of the Division, parents/guardians of the students involved or the students themselves. Among Division staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.
- 5.2 Any parent or legal guardian is entitled to view a recording that includes his or her child/children. Requests to view recording must be made in accordance with section 6 of the Freedom of Information and Protection of Privacy Act. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Freedom of Information and Protection of Privacy Act.
- 5.3 Viewing of recordings shall take place at the Division Office or at the school attended by the student for whom the viewing has been requested.

6. Retention of Recordings

- 6.1 Recordings shall be erased within thirty (30) consecutive days unless they are retained at the request of a Division staff member identified in section 5.1, or parent/student for documentation related to a specific incident, or as per section 6.3.
- 6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved.
- 6.3 Where an incident raises a prospect of a legal claim against the Division, a copy of the recording shall be retained at the Division Office.

7. Improper Use

- 7.1 Video surveillance on buses is to be restricted to the uses indicated in this administrative procedure. The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

Reference: Sections 85, 87, 196 Education Act
Local Authority Freedom of Information and Protection of Privacy Act

Approved: November 26, 2018