

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 behavior 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;
 - Deputy Director;
 - Superintendents

4. Storage of Recordings

- 4.1 Logs shall be kept of all instances of access to and use of recorded material.
- 4.2 Only those people identified in section 3.1 shall have access to recordings.
- 4.3 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 The School Administrator can request recordings through the Supervisor of Transportation.
- 5.2 All recordings are the property of the Division and will not be made available for public viewing.
- 5.3 Those eligible to view recordings may include the following individuals involved in the incident in accordance with LAFOIP.
 - Staff of the Division
 - Parents/Guardians of the students
 - Students
- 5.4 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 person listed in section 5.3.
- 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: August 6, 2026