

Procedure - Video and Audio Recordings on School Buses

Placement of Cameras:

- A. Cameras with audio will be authorized for use in buses by the supervisor of transportation. The bus driver shall expect placement in his/her bus;
- B. Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment;
- C. All buses where cameras may be utilized will have signs notifying riders that video cameras may be in use.

Use of the Video Recordings:

- A. When a request is made by a building principal, transportation supervisor or bus driver to view video, the transportation department foreman/mechanic or supervisor will remove the video and retain it in a secure location for up to five (5) working days unless it is needed to support a disciplinary action;
- B. If the driver wishes to view a specific video recording, a time will be set for this purpose;
- C. The transportation supervisor may view video recordings with or without the driver
- D. If a serious or flagrant violation of student bus rules is observed or if there is a continued violation, despite intervention, standard disciplinary action may be taken. Lesser violations will be brought to the attention of the student and proper conduct be explained;
- E. Any time video is to be used to support a disciplinary action, the copy of the video related to the specific incident(s) on the video card will be dated, labeled and kept on file at the transportation department office for as long as deemed necessary;
- F. Digital video cards not used to support disciplinary action will be reused;
- G. When a recording is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the video. A viewing will be arranged at the student's school or the transportation department office. Only the portion of the recording concerning a specific incident(s) will be made available for viewing;
- H. A building principal or designee may request viewing of recordings through the transportation supervisor;
- I. The supervisor of transportation may use videos to assist drivers with student behavior management skills; and
- J. Hoquiam School District does not guarantee video cameras to be in operation on a specific bus at a specific time, that the camera will cover the entire bus interior, or that camera resolution will be sufficient to capture images with clarity in all circumstances.