**Bus Camera Policy**

In order to provide a safe environment and assist bus drivers with the monitoring of student behavior on school buses, the Woodstock Board of Education supports an electronic surveillance program through the use of video cameras.

**Bus Camera Procedures**

1. A posted warning at the front of the bus will alert driver and passengers that buses may be equipped with video cameras which record student and driver activities, including sound and bus speed.

1. Cameras will be mounted in buses and may be activated by the transportation coordinator or the safety coordinator before the arrival of the driver of any bus which will be monitored.
2. The tape(s) will be removed after the drivers have left in order to support the anonymity of the program.
3. The tape(s) will immediately be labeled including the date, bus number, driver’s name(s), times of runs and the schools represented in the sample.
4. The tape will be sealed in an envelope and forwarded to the Superintendent for storage until a request is made from a school administrator to review the film due to the report of a specific incident about which the tape is needed for proof. A log will be kept by the Superintendent which will include the name of anyone reviewing the tape as well as the particular factors which identify the tape.
5. The appropriate school administrator will be the first person to review a tape if it is needed in the solution of a disciplinary matter. The administrator will determine who else may review the tape depending on the circumstances of the case. The parent/guardian of a child receiving disciplinary action may review the applicable portion of the tape upon request.
6. If there is no request for a specific tape within five (5) school days, the tape may be erased and reused.
7. Tapes which are used as evidence in a disciplinary matter will be kept on file by the principal throughout the school year or as need may warrant.

Adopted: 10 April 1997