



## **Noninstructional Operations – 8000**

### **Video and Audio Recording on School Buses – 8108P**

All buses where cameras with audio recording capability are utilized will have signs notifying riders that video cameras with audio capability are in use.

#### **Use of the Recordings:**

- A. If the recording is determined to be needed to support a student disciplinary action, the bus driver will be notified that the recording might be viewed. If the driver wishes to view the recording, a time will be set for this purpose;
- B. The transportation supervisor may view the recording with or without the driver;
- C. 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 will be explained;
- D. Any time a recording is to be used to support a disciplinary action, the recording will be dated, labeled and kept on file at the transportation department office for as long as deemed necessary;
- E. When a recording is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the recording. A viewing will be arranged at the student's school or the transportation department office;
- F. A building principal or designee may request viewing of recordings through the transportation supervisor; and
- G. The supervisor of transportation may use recordings to assist drivers with student behavior management skills.

Date: 05/22/14