

BUSINESS SERVICES

OPERATIONS

TRANSPORTATION

VIDEO RECORDING DEVICES ON SCHOOL BUSES

The Superintendent or designee shall develop procedures for the use of video recording devices on school buses and shall supervise the use and maintenance of such devices.

Students, staff, parents/guardians and contract transportation personnel shall not tamper or interfere with the operation of video recording devices.

Housings for video recording devices may be installed in any or all school buses operated for the District. Video recording devices may be installed all buses or a limited number of devices may be rotated among the school buses.

The Superintendent or designee shall notify students, parents/guardians and staff that video recording devices may be installed on school buses. Inclusion of this regulation in the annual Parent-Student Handbook or School Bus Rider Handbook may be considered adequate notification. In addition, a prominent notice shall be placed in each bus equipped with a housing, stating that the bus may be equipped with a video recording device.

Videotapes are not considered student records as defined in Education Code 49061 unless they are used for disciplinary proceedings against a student; tapes retained as part of a disciplinary proceeding shall be maintained in accordance with law and Board policy governing the access, review and release of student records. Videotapes retained as part of an expulsion record are nonprivileged, disclosable public records pursuant to Education Code 48918.

A. Superintendent's Designee

The Superintendent designates the Transportation Services Manager to supervise the use and maintenance of video recording devices on school buses.

B. Purpose of Video Recording Devices

Video recording devices may be installed at the request of District staff, site administrators, or contractor management, in response to reports of continuing student misconduct which cannot be controlled by other means. Video recording devices are not intended to eliminate or diminish the school bus driver's responsibility to maintain order, but rather to provide a tangible record of the misconduct for the purpose of improving student conduct.

Video recording devices may be installed in school buses only with the consent of the Superintendent or designee.

C. Installation and Access

Video recording devices shall be installed by the contractor and must be locked in their housings. School staff, students and parents may not have access to the devices. Contractor maintenance personnel may have access to the devices for routine servicing. Video recording devices shall be installed in such a manner that the school bus driver is not distracted from his/her driving duties by the operation of the device.

D. Financial Considerations

Video recording devices purchased by the District for use in contractor-operated school buses shall be maintained in good working order by the contractor. The devices may be purchased by the contractor at a depreciated cost to be determined by the Superintendent or his designee, or shall be returned to the District on request. Contractor shall promptly report damage, destruction or theft of video recording devices to the Business Services Division.

Videotapes shall be provided at District expense and maintained by the contractor.

E. Videotape Inventory and Accountability

Six videotapes shall be provided for each recording device, five labeled with the bus number and the days of the week, one labeled with the bus number and the word "spare." Contractor personnel shall install the appropriate videotape each morning, remove it from the device at the close of the day and store it until the same day of the following week. Each videotape must be available for viewing for five school days after it is exposed.

In the event a videotape is removed from the camera by contractor management or at the request of the Superintendent or designee, the "spare" videotape will be substituted in rotation until the original is returned.

In the event a videotape is used in a disciplinary proceeding or expulsion hearing, the District will provide a new tape to be placed into inventory.

F. Requests to View Videotapes

Videotapes may be viewed by the Superintendent or designee and/or contractor management personnel for the purpose of monitoring the operation and quality of the video recording devices.

Videotapes may be viewed by school bus drivers, contractor management personnel, site administrators and/or the Superintendent or designee for the purpose of identifying specific misconduct and developing a plan to resolve it. School bus drivers may only view videotapes in the presence of contract management personnel.

Videotapes may be viewed by students only at the request of their parent/guardian, and only in the presence of their parent/guardian and site administrator. Student requests to view videotapes shall only be granted in response to a Notice of School Bus Safety rule violation or Notice of School Behavior Standards Violation issued to the student, as follows:

1. The request must be made within five school days after receiving the Notice.
2. The request will be approved or denied within five school days by the site administrator, who will immediately inform contractor management to retain the appropriate tape.
3. Viewing shall be restricted to the frames containing the misconduct reported on the Notice. No other videotapes may be viewed.
4. Viewing shall take place on District property in the presence of a District administrator.
5. All persons who view the tape shall be identified on a written record.

Videotapes shall not be viewed by a student or parent/guardian in response to allegations of school bus driver misconduct made by the student or parent/guardian. Videotapes may be viewed by the Superintendent or designee in response to such allegations, and videotapes documenting misconduct may be considered cause for rejection of a school bus driver from District service.