



## ADMINISTRATIVE PROCEDURE

### USE OF VIDEO CAMERAS ON SCHOOL BUSES

10501

Procedure No.

April 1, 2008

Date

- I. **PURPOSE:** Video surveillance will be used only to promote order, safety, and security of students, staff, and property. With this philosophy, the use of a video surveillance is considered an aid in monitoring bus discipline.
  
- II. **PROCEDURES:**
  1. Video surveillance will be used on selected school buses and/or school bus routes, as determined by the Director of Transportation.
  2. The Director of Transportation shall notify students, staff, and the public that the video surveillance may occur on buses. All students shall be notified that they are subject to being videotaped on the school bus at any time.
  3. Video recording shall only be reviewed when necessary - because an incident has been reported or is suspected to have occurred. Examples of such instances include, but are not limited to, property damage, assaults, bullying, personal injury, and fighting.
  4. Audio shall not be a part of the video recordings made, reviewed, or stored by department staff.
  5. Video recordings held for review of student incidents will be maintained in their original form, pending resolution and appeal.
  6. The video recording system does not replace the *Student Code of Conduct*, the authority of the drivers, or the respect for school officials.
  7. Notification to parents of all students and adults who may be filmed by the video systems shall be made through the students' School Administrators, the Director of Transportation and the Board of Education and by disseminating information to the public media.
  8. The buses equipped with cameras will be temporally assigned to a route that is reported to have student management issues or for which it is anticipated, school bus student management issues may likely occur. The number of incidences or misconduct occurring on a school bus or particular route, or the seriousness of reports, would be cause for consideration of permanent assignment of the camera equipped bus to a specific route.
  9. The digital storage units and cameras will be active whenever the bus ignition is in the on position and will record up to 80 hours of continuous video on the computer hard drive that is part of the unit. Video data that is recorded more than 80 hours previously will be written over. The oldest data will always be written over first. The result will be a continuous record of the previous 80 hours of bus operation.



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10. If there are reports of misconduct on a bus within the 80 operational hours that images are stored, the images will be transferred to a computer system. Depending on the severity of the incident, the original storage disk in the unit on the bus may be replaced and the original disk with the stored images will be secured for future analysis and use. The decision to transfer videos to a computer or remove and then store the original hard drive that is on the bus in question will be made ultimately by the Director of Transportation. Proper security shall be maintained at all times over stored video images, and only the authorized persons stated herein shall have access to such information. Images and the information retained shall only be used for purposes described in this procedure.
11. The video images may be used to augment the bus driver referral system. Video recordings may also be used in training Transportation Staff under Section 99.31 (a) (1) of the FERPA regulations. Such training use will be monitored by a Transportation Area Supervisor who will be present and operate the equipment or will supervise the operation of the video equipment by a designated technician. When used for training purposes, all faces in the video must be blurred beyond recognition, or a legal signed release for use for all participants in the video, must be in affect.
12. When video records are used as a means of documenting disruptive or, otherwise, inappropriate student behavior on a bus, a meeting between parents, driver, school administrator, and the pupil may be necessary to achieve a resolution to the problem. Such reviews of the video records will be conducted by a Transportation Area Supervisor who will be present and operate the equipment or will supervise the operation of the video equipment by a designated technician.
13. Any of the affected parties, including the driver and parents, may make a request to view the videotape that may be used as evidence in a meeting. The requesting party must have “standing” to make the request, meaning they must be directly affected by the incident and adhere to FERPA regulations. Such reviews will be conducted by a Transportation Area Supervisor who will be present and operate the equipment or will supervise the operation of the video equipment by a designated technician.
14. The school bus driver may request to review the videotape to assist in writing a bus referral. Such reviews will be conducted by a Transportation Area Supervisor who will be present and operate the equipment or will supervise the operation of the video equipment by a designated technician.
15. Under the Family Educational Rights and Privacy Act (FERPA) and COMAR 13A.08.02.04B, the school administrator, pupil personnel workers, security staff, and other appropriate PGCPSS staff designated with specific responsibility of managing or responding to student behavior concerns may inspect the video for legitimate and recognized educational



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purposes. Maintaining discipline on a school bus would be such a purpose.

16. The faces of other students shall be blurred on the tape before viewing by a student and his/her parent or guardian.
  17. A written log will be maintained by a Transportation Area Supervisor who will be present and operating the equipment or supervising the operation of the video equipment by a designated technician when anyone views the video recordings. The log entry will include the date, the reason for reviewing the video, the date the recording was made, the name of the driver, and the vehicle number where the video was recorded and the name and title designation of the person(s) who viewed the video recording.
- III. **RELATED REGULATIONS:** Family Educational Rights and Privacy Act (FERPA) and COMAR 13A.08.02.04B.
  - IV. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Operations Officer for Supporting Services and will be updated as necessary.
  - V. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
  - VI. **EFFECTIVE DATE:** April 1, 2008.

Approved by:  
John E. Deasy  
Superintendent of Schools

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