

NONINSTRUCTIONAL OPERATIONS

Video Cameras on Buses

Placement of Cameras:

1. Video cameras shall be authorized for use in buses by the Supervisor of Transportation. The bus driver shall be notified of the placement in his/her bus.
2. Drivers may request that a video camera be placed in their buses. The Supervisor of Transportation shall discuss the reason for the request with the driver and shall decide if and when a video camera shall be placed in the bus by special request and based on availability.
3. Building principals may request the Supervisor of Transportation to authorize placement of a video camera in a bus when they have reason to believe that a problem exists.
4. All buses where video cameras may be utilized shall have signs notifying drivers and riders that video cameras may be in use.
5. Video cameras may be moved from bus to bus as needed.

Use of the Recorded Tapes:

1. When the bus returns to the garage, the Supervisor of Transportation or designee shall remove the tape, as needed, and retain it if it is needed to support a student disciplinary action.
2. If the driver wishes to view the tape, a time shall be set for this purpose.
3. The Supervisor of Transportation may view the tape with or without the driver.
4. A building principal or designee may request viewing of films through the Supervisor of Transportation. All films will be reviewed at Transportation.
5. 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 shall be brought to the attention of the student and proper conduct shall be explained.
6. Any time a tape is to be used to support a disciplinary action, the tape shall be dated, labeled and kept on file at the transportation department office for as long as deemed necessary.
7. Tapes not used to support disciplinary action shall be reused.
8. When a tape is used to support disciplinary action, the student or the student's parent/guardian/custodian may request to view the video. The video will be viewed with the Principal and/or the Supervisor of Transportation.

9. The Supervisor of Transportation may use videos to assist the driver in the video with student behavior or management skills.
10. Video equipment and tapes are the property of the Snohomish School District.

Notification to Students and Parents

1. Parents and students will be notified regarding the placement of video cameras in school buses in the annually distributed bus rules. Additionally, buses will carry a placard informing students that video cameras are authorized for use on the bus.

Adopted: May 12, 2004