

**Policy 810.2 — School Bus Video and Audio Surveillance**

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School Bus Video and Audio Surveillance

Purpose

Video/Audio recordings may be used on school buses to ensure that student behavior is consistent with the established Bus Safety and Student Conduct Code and to add another layer of safety to student transportation. The premise is to instill in the student rider the understanding that his/her actions and verbalizations on the school bus will result in the same disciplinary procedures that exist in the formal classroom. Video/Audio surveillance is more precise and accurate than a bus driver's divided attention through a rearview mirror. If unacceptable behavior is recorded, timely and appropriate corrective actions are more likely to provide for rider safety.

Authority

The Board and designated school administrators and employees determine the eligibility of students for bus transportation and establish rules, regulations, and guidelines.^{[1][2][3][4][5]}

Delegation of Responsibility

The Superintendent or designee shall establish the following procedures:

1. Individuals responsible for installation, removal, and review of audio and video.
2. A schedule for inspecting the operation of equipment and replacement of recorded audio and video.
3. A schedule for erasing or re-recording audio and video not needed in connection with an investigation or evaluation of an incident.

4. Storage and safekeeping of media that contain audio or video recordings, before they are erased or recorded over, including any audio and video used in connection with a legal or administrative proceeding or needed as part of an official school record.

5. Making a record of anyone who reviews any audio and video.

The Superintendent shall have the authority to determine the District's monitoring needs.

Guidelines

Video/Audio

School buses will be fitted with a housing that is able to hold a video camera with audio capabilities. This housing may have a light that will be activated whether or not it contains a camera. Video cameras may record both sound and visual images of persons on the bus.

Notification

A sign shall be placed on the inside of all buses with a video/audio camera notifying those on the bus that their actions and statements may be recorded. ~~Additionally, each year a letter will be mailed to students' home addresses informing the parent/guardian of the fact that the District will use audio/video recording equipment on the buses, vans and other vehicles.~~ Notification will also occur through the District website, and email

~~, and social media accounts.~~

Screening

Video/audio tapes will be used for disciplinary and prevention purposes only. Video/audiotapes may only be reviewed by the bus contractor's management and/or a school administrator when a Behavior Report is submitted, when a school/district administrator submits a request to the Transportation Director, or when it is considered necessary by the Transportation Director or building administrator. Video/Audiotapes may also be examined by the Board in the event a student requests, and is granted, a hearing before it to contest a disciplinary action.

Parent/Guardian Screening

In the event that a student receives a Behavior Report and is disciplined, the parent/guardian may request permission to view a tape within two (2) weeks of notice to the student of the issuance of the Behavior Report. A meeting will be arranged with the principal; also included in the meeting may be the Transportation Director and a representative of the bus contractor. In

the event that the principal considers it advisable for the parent/guardian to view the tape, the principal may request a viewing to be scheduled for the parent/guardian. In the event that viewing the tape compromises the confidentiality of other students the request may be denied.

Protection of Information

The video/audio recordings are intended for use with respect to issues relating to safety and behavior on the bus. Video/audio recordings are not intended for general viewing/listening by, a student, employee, parent/guardian, bus driver, or general public and shall not be made available for general viewing/listening purposes. In the event of use, or proposed use, of a video/audio recording in connection with a disciplinary proceeding, confidentiality considerations shall be enforced. Disclosure of video/audio recordings shall be consistent with federal and state laws such as the Family Educational Rights and Privacy Act (FERPA).

Discipline

The building principal will determine the appropriate discipline for the student based on the bus driver's Behavior Report, the interview with the student(s) and, if one is available and contains the relevant information, a review of the audio/videotape. All disciplinary actions will be based on the Gateway School District Student Code of Conduct and Transportation Policy. ^[6] ^[7]

Use of video/audio recording devices are intended for use for issues relating to safety and bus behavior, they are not intended to relieve the bus driver, or other personnel, from submitting disciplinary reports or attending to discipline issues.

Only authorized personnel shall have access to the recording devices. Unauthorized personnel and students are prohibited from tampering with, disabling, or otherwise interfering with video/audio recording devices. Student tampering will result in appropriate action in accordance with the Code of Conduct. Unauthorized personnel tampering with the devices will be subject to disciplinary action up to and including termination or legal action.

Disposition of Videotapes

Video/audiotape recordings of student actions which have resulted in an investigation shall be maintained by the Transportation Director for a period of at least four (4) weeks after the incident. If a video/audio tape is requested by the Board to be used as part of a hearing contesting disciplinary action, it shall be maintained by the Transportation Director until no longer necessary for the hearing.

Footnotes

[1] 24 P.S. 510 [View source](#) 

[2] 24 P.S. 511 [View source](#) 

[3] 24 P.S. 1317 [View source](#) 

[4] 24 P.S. 1318 [View source](#) 

[5] 18 Pa. C.S.A. 5701 et seq [View source](#) 

[6] Pol. 218
Policy Reference [Open policy](#) 

[7] Pol. 810
Policy Reference [Open policy](#) 