

The School Board authorizes the use of video/audio recording equipment (i.e., cameras) by the District on school buses to assist in providing a safe and secure environment for all passengers. This authority shall extend additionally to all vehicles owned or contracted for the transportation of the School District's students. The School Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention and viewing of the recordings.

1. Communication/Notice – The presence of recording equipment on a bus/vehicle shall be announced by signage displayed prominently on that bus/vehicle. Notice of this policy shall be given annually in student/parent handbooks.
2. Confidentiality – All recorded footage is to be considered confidential and is to be viewed only on an as needed basis by those individuals authorized herein.
3. Custody – Recordings, in whatever media, shall be stored in a secure location by the appropriate official depending upon the nature of the recorded vehicle (i.e. bus company contract/terminal manager for contracted school bus, SAU Transportation Coordinator for District owned vehicle). This custody shall not be delegated to any bus/vehicle driver.
4. Retention - Digital video and audio recordings will be available for not less than 4 school transportation days from the date of recording, after which the digital media (removable storage drive) may be overwritten by newer recordings. If an incident is identified by the driver, passenger, parent, or administrator related to the incident, the SAU Transportation Coordinator shall be notified and the relevant storage drive removed from service. The recorded footage related to the incident shall be copied from the storage drive and archived. If the recording is formally requested for consideration in the related incident, that recording shall be retained (for use in the disciplinary process). If no request is made within 15 days of the incident, the recording shall be deleted, destroyed or the media reused.
5. Viewing
  - a. Requests to view recordings must be made in writing to the SAU Transportation Coordinator.
  - b. Recordings shall be viewed only in the presence of the Superintendent or designee unless the Superintendent or designee specifically grants express written permission prior to the viewing.

c. Recordings shall be viewed only by the following or others expressly authorized by the Superintendent or designee:

- Superintendent or designee
- SAU Transportation Coordinator
- Building Administrator
- Transportation contractor official
- Law enforcement officers

Law Reference:

Appendix Reference:

Date Adopted: June 5, 2006

Last Review/Revision Date: May 4, 2016