

Administrative Procedures Manual	Administrative Procedure 182
	Video Surveillance on School Transportation Vehicles
Page 1 of 4	APPROVED: September 1, 2013 AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222, 225 Education Act Freedom of Information and Protection of Privacy Act

Background

In order to provide for the personal safety and security of students and staff and property belonging to the Division, the use of video surveillance practices on student transportation vehicles is supported. Such practices shall through deterrence, encourage good behaviour and promote safe practices. Student misbehaviour increases the potential risk of injury to students or damage to property. As the behaviour of students is a significant factor in the safety and efficiency of school transportation systems, the Division supports the use and implementation of video surveillance practices on student transportation, in accordance with procedures established herein.

Procedures

1. Camera Location, Operation and Control
 - 1.1 The Division may equip school buses and other Division vehicles which are owned, leased, contracted and/or operated by the Division with video monitoring devices for monitoring student behaviour.
 - 1.2 Video recording devices may be rotated between vehicles without prior notice to students.
 - 1.3 Video recording devices may be installed on vehicles used for the transportation of students when the administrators have received complaints of inappropriate behaviour or have reason to believe that behaviour problems exist or are about to occur.
 - 1.4 Video monitoring equipment shall be in operation during the time the school bus completes its route.
 - 1.5 The Transportation Coordinator shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.

2. Notification
 - 2.1 One (1) or more signs of a highly visible nature shall be conspicuously placed in each school transportation vehicle notifying riders that a video record may be made.
 - 2.2 Students shall be informed at the beginning of each school year and as necessary during the school year, that the Division will be recording student behaviour on school transportation vehicles and the purposes for such practices.
 - 2.3 All transportation drivers or transportation contractors shall be made aware of the Division’s administrative procedures on video surveillance on school transportation vehicles.

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- 2.4 It shall be the responsibility of the Principal to notify the School Council and parents of video monitoring practices.
- 2.5 All staff involved in the transportation of students shall be made aware of the Division's video surveillance procedures.

3. Use of Video Recordings

- 3.1 A video recording of actions by student passengers may be used by the Division or its administrators as evidence of any disciplinary action brought against any student arising out of the student's conduct on the school transportation vehicle, and for the enforcement of transportation and school rules.
- 3.2 Video recordings of students or others riding in Division transportation vehicles may be reviewed or audited for the purposes of determining adherence to Division, Division contractor or school rules respecting safety and transportation of students and to determine if a reported incident or misconduct, vandalism or property damage has been captured on the recording.
- 3.3 The records may be monitored by staff on a random and non-random basis as is deemed necessary and prudent in order to ensure for the safety and security of student passengers and Division property, adherence to school rules, and the fulfillment of safe and secure transportation practices by all drivers, employees and students.
- 3.4 Video recordings may be released to third parties or applicants in conformance with the provisions contained in the Freedom of Information and Protection of Privacy Act and any regulations or rules thereunder.
- 3.5 The Division may use video surveillance to detect or deter criminal offences which occur in view of the cameras.
- 3.6 The Division or its administrators may use video surveillance and the resulting recordings for:
 - 3.6.1 Inquiries and proceedings relating to law enforcement;
 - 3.6.2 Student discipline;; and
 - 3.6.3 Deterrence.
- 3.7 The Division will not use video surveillance for other purposes unless expressly authorized by or under an Act or under an enactment.

4. Protection of Information and Disclosure

- 4.1 Security and Retention of Recordings

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- 4.1.1 All recordings not in use shall be securely stored in a locked receptacle.
- 4.1.2 All recordings that have been used for the purpose of this Administrative Procedure shall be numbered, dated and retained according to the camera site.
- 4.1.3 The individual responsible for enforcement of video monitoring practices must authorize access to all video records.
- 4.1.4 A log shall be maintained of all episodes of access to, or use of the recorded material.
- 4.1.5 Retention
 - 4.1.5.1 Any and all records containing personal information which has been used to make a decision that directly affects an individual shall be retained for a minimum of one (1) year.
 - 4.1.5.2 All other records shall be retained for thirty (30) days.
- 4.1.6 The individual designated as responsible for this Administrative Procedure shall ensure that a [Recording Release Form \(Form 181-1\)](#) is completed before disclosing recordings to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation.
- 4.1.7 Recording Release Form (Form 181-1) is to indicate the individual or organization who received the recording, the date of the occurrence or when and if the recording will be returned or destroyed by the authority or individual after use.
- 4.2 Disposal and Destruction of Recordings
 - 4.2.1 All recordings shall be disposed of in a secure manner. Recordings shall be shredded, burned or degaussed.
- 4.3 Video Monitors and Viewing
 - 4.3.1 Only the Transportation Coordinator, site manager or individuals authorized by that officer, and members of the police shall have access to video monitors while they are in operation.
 - 4.3.2 Video monitors are to be in controlled areas wherever possible.
 - 4.3.3 Records are to be viewed on a need to know basis only, in such a manner as to avoid public viewing.
- 4.4 Disclosure

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- 4.4.1 Recordings shall not be disclosed except in accordance with this Administrative Procedure.
- 4.4.2 Disclosure of video records shall be on a need to know basis, in order to comply with Division objectives, including the promotion of the safety and security of students, implementation and maintenance of transportation safety rules, adherence and monitoring of Board policies and Division administrative procedures and school rules, including school discipline matters.

5. Access to Personal Information

- 5.1 An individual who is the subject of video surveillance has the right to request access to the recording in accordance with the provisions contained under the Freedom of Information and Protection of Privacy Act.
- 5.2 Access in full or part may be refused on one (1) of the grounds set out within the legislation.

6. Evaluation

- 6.1 The effectiveness of the video surveillance operations shall be reviewed on an annual basis by the Transportation Coordinator, with a report being prepared and presented to the Superintendent by September 30 of each year.