



SCHOOL BUS VIDEO SURVEILLANCE

Background

The District recognizes that the videotaping of students and drivers on-board school buses can be useful in promoting safety and minimizing disputes. The District also recognizes that the recording of students and drivers is a matter of sensitivity.

Therefore, the District believes the use of video cameras on-board school buses is to be governed by strict Administrative Procedure guidelines and is only to be carried out where circumstances have shown that it is necessary to ensure safety, order, and discipline, including prevention of vandalism.

On-board recording is to be conducted only for the purpose of promoting bus safety and discipline. Recording is not to be conducted for any other purpose.

All regular operating school buses are equipped with external cameras (forward and rear facing) installed on the driver's side of each bus for the purpose of monitoring and capturing evidence of school bus stop arm violations. Recordings of vehicles and their drivers in violation of the *Motor Vehicle Act* regulations governing stopping for school buses will be utilized for this expressed purpose and submitted to authorities for investigation and the potential issuing of violation tickets/charges (section 6 below).

Procedures

1. Notice to Students and Parents

- 1.1. The District will advise students and parents that a camera system is in place in the District's school buses. On any bus equipped for video camera operation, one or more decals advising that a camera system is in place will be prominently displayed on the interior of the bus. Students will also be advised verbally by the bus driver. On any route where the regular assigned bus has been equipped for video camera operation, parents will be advised by bulletin prior to the camera being utilized. Notices will include contact information for the Director of Operations as the person who can answer questions about the operation of the surveillance system.

2. Access to Cameras

- 2.1. Only supervisory staff and designated mechanical staff shall have access to the key that opens the camera boxes. Only these employees shall handle the camera or data files.

3. Viewing of Video Data

- 3.1. Monitors for viewing video data shall not be located in a position that enables public viewing.
- 3.2. Any parent is entitled to view a video data which includes his or her child/children.



Administrative Procedure 182

Students may view segments of video relating to themselves if they are capable of exercising their own access to information rights under the *Freedom of Information and Protection of Privacy Act*. A student or parent has the right to request an advocate to be present. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.

- 3.3. Viewing will take place only at the bus garage or at the school on appointment with the appropriate District officials.
- 3.4. Video footage shall not be shown to anyone other than District staff, or the parents of the students involved, or the students themselves. Among District staff only those employees with a direct involvement with the recorded contents of the specific video data shall be permitted to view it.

4. Retention of Video Footage

- 4.1. Video footage will be overwritten every 30 days unless the data is being retained at the request of the Director of Operations, driver or parent/student for documentation related to a specific incident or sent to the District's insurers as set out in clause 4.3.
- 4.2. Data retained under clause 4.1 shall be erased as soon as the incident in question has been resolved, except that if the data has been used in the marking of a decision about an individual, the data must be kept for a minimum of one year as required by the *Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized by or on behalf of the individual.
- 4.3. Where an incident raises a prospect of a legal claim against the District, a copy of the video footage shall be sent to the District's insurers.

5. Review

- 5.1. The Director of Operations is responsible for the proper implementation and control of the video surveillance system.
- 5.2. The Secretary-Treasurer shall be responsible for conducting a review at least annually to ensure that this Administrative Procedure is being adhered to and to make a report to the Superintendent.

6. Procedures for Stop Arm Camera Video Review and Processing

- 6.1. The Director of Operations is responsible for retrieving, review and processing of stop arm camera videos per the procedures outlined below:
 - 6.1.1. Bus drivers are responsible for the completion of the standard stop arm violation incident report (Form 182-1). Once this report is completed, as close to the date of the infraction as possible, the Director of Operations is to be notified by either the driver or Transportation Department staff of said report.
 - 6.1.2. Once notified of the report, the Director of Operations is responsible for securing the



Administrative Procedure 182

report and downloading footage associated with the appropriate time and date on the bus in question from the onboard DVR device.

- 6.1.3. Video files are then transferred to a computer hard drive by the Director of Operations for processing.
- 6.1.4. Videos are reviewed to locate the time/location of the infraction per the driver's incident report. Stills (JPEGs) are generated from both the forward facing and rearward facing cameras capturing the vehicle, driver and clearly legible license plate number and showing the deployment of the school bus stop arm and flashing red lights.
- 6.1.5. Shorter video clips are then produced of the period just prior to and just after the offending vehicle/driver pass the deployed school bus stop arm to minimize computer file size.
- 6.1.6. A complete package of evidentiary material is then forwarded to the local RCMP detachment Staff Sergeant, including driver report, 2 x stills and at least one video (depending on file size) of the offence, via email for processing and investigation.
- 6.1.7. The Director of Operations is responsible for following up on all reports and the gathering of statistical data relating to reports for provision of this information to the Superintendent and other key stakeholders.

7. Improper Use

- 7.1 Video monitoring is to be restricted to the uses indicated in this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 22, 65, 85 *School Act*
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Motor Vehicle Act

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