



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Business and Administrative Services

• **Transportation**

Regulation: SAFETY AND CONDUCT ON SCHOOL BUSES: VIDEO CAMERAS AND VIDEO RECORDING DEVICES

Regulation Code: BA-8.4.3
Policy Code Reference: BA-8.4
Page 1

This administrative regulation is written in accordance with the guiding principles in Board Policy No. [BA-8.4, Safety and Conduct on School Buses](#).

1. Video Recording of Bus Passengers

It is the policy of the Board to promote safe practices by students while riding school buses. To assist with the monitoring of safe practices on school buses, selected contracted vehicles will be equipped to permit video recording of passengers while riding the bus. To assist with this process, the following guidelines are provided.

- 1.1 Use of the video cameras in no way supersedes other existing disciplinary procedures for school buses, rather, it may be used to assist in the determination of offenders who show unacceptable behaviour.
- 1.2 All video cameras and video recording equipment used on contracted buses must be approved by Student Transportation Services of Central Ontario (STSCO).
- 1.3 Bus operators will be provided with a quantity of video boxes, which they may supplement, to be installed by the operator on selected vehicles.
- 1.4 STSCO will co-ordinate the distribution of video cameras and related equipment upon request by the bus operator.
- 1.5 Video cameras, video boxes and related equipment provided by STSCO remain the property of STSCO.
- 1.6 Video recording devices, as applicable, will be installed as required by the bus driver or operator.
- 1.7 No video recording device shall be used for general viewing or driver training without the written consent of STSCO.
- 1.8 Use of video or portions of videos in ascertaining a student discipline problem may be done by the principal/vice-principal, STSCO staff and/or operator.
- 1.9 Sections of videos used during an investigation by principals, vice-principals, STSCO staff, will be subject to all regulations outlined in the Municipal Freedom of Information and Protection of Privacy Act.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Transportation**

Regulation: SAFETY AND CONDUCT ON SCHOOL

Regulation Code: BA-8.4.3

BUSES: VIDEO CAMERAS AND

Policy Code Reference: BA-8.4

VIDEO RECORDING DEVICES – continued

Page 2

- 1.10 No other use of a video recording will be permitted without the approval of the Chief Administrative Officer of STSCO.
- 1.11 Normally video recordings will be held no longer than 5 school days unless just cause warrants longer storage. Recordings no longer required shall be erased by STSCO.
- 1.12 Video equipment susceptible to the cold shall not be left in vehicles overnight nor put in place until the vehicle has been sufficiently heated in the winter months.
- 1.13 Under no circumstance is a video recording device to be loaned for use other than that designated herein.
- 1.14 All STSCO video equipment shall be returned to STSCO on or by the end of the school year.
- 1.15 Bus drivers and principals will utilize procedures detailed within the Student Behaviour Report form described in Administrative Regulation No. BA-8.4.2.

2. Video Recording of Bus Passengers – Duties

The duties of drivers, operators, school administrators and STSCO are outlined below.

- 2.1 Drivers will:
 - 2.1.1 activate the camera at the start of both morning and afternoon runs;
 - 2.1.2 disconnect and remove the camera from the black box for storage in the case provided, at the conclusion of each afternoon run without viewing;
 - 2.1.3 remove the camera and storage case from the bus each night to a secure, climate controlled location;
 - 2.1.4 not take the storage case on the bus during a run;
 - 2.1.5 make video recordings available on request to the school administrator or bus operator;
 - 2.1.6 in the case of video recording devices, at the direction of the operator, ensure that the device is operational and activated before the start of the route and after the bus is warmed; and

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Transportation**

Regulation: SAFETY AND CONDUCT ON SCHOOL

Regulation Code: BA-8.4.3

BUSES: VIDEO CAMERAS AND

Policy Code Reference: BA-8.4

VIDEO RECORDING DEVICES – continued

Page 3

- 2.1.7 activate the recording device at the start of both morning and afternoon runs.
- 2.2 STSCO staff assisted by school administrators will:
 - 2.2.1 co-ordinate all aspects of video recording device usage on buses;
 - 2.2.2 co-ordinate the change of the camera or video recording device from one bus to another;
 - 2.2.3 review recordings as necessary and guarantee that all aspects of the Municipal Freedom of Information and Protection of Privacy Act are adhered to;
 - 2.2.4 co-ordinate the distribution of all communications to all parties involved with buses where new installations occur; and
 - 2.2.5 continue to regulate the Board policy on busing.
- 2.3 Bus operators will:
 - 2.3.1 be responsible for all installations and installation costs, however camera, box and video recording device installation instructions will be provided, as applicable;
 - 2.3.2 provide technical support for video recording device or camera functions, including the camera operating instructions which are enclosed in the camera case;
 - 2.3.3 provide training for all drivers involved in the video camera and video recording device program; and
 - 2.3.4 request the change of the camera or video recording device from one bus route to another.

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Section: Business and Administrative Services

- **Transportation**

Regulation: SAFETY AND CONDUCT ON SCHOOL

Regulation Code: BA-8.4.3

BUSES: VIDEO CAMERAS AND

Policy Code Reference: BA-8.4

VIDEO RECORDING DEVICES – continued

Page 4

2.4 STSCO will:

- 2.4.1 oversee all aspects of the video camera and video recording device program;
- 2.4.2 assist with technical support for camera and video recording device functions by making technicians available to the bus operator;
- 2.4.3 prepare all communications to parent(s)/guardian(s) regarding new installations; and
- 2.4.4 ensure that all recordings are maintained in a secure location and only made available to authorized individuals.

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