



Procedure 311

Student Conduct On A School Bus

Background

The safety of passengers on a school bus is of primary importance. Therefore classroom conduct is to be observed on school buses at all times.

Procedures

1. The driver shall be in full charge of the school bus at all times. Students must obey the driver and the orders of the monitor or patrol at all times.
2. If necessary, the driver shall wait for students one minute beyond the scheduled time of departure. Students who are habitually late shall be reported to the principal for appropriate action.
3. The bus will not leave the school until fifteen minutes after the closing of school unless the load is complete. The school bus horn may be sounded before departure from school.
4. Students will remain seated when the bus is in motion.
5. Incidents of student misconduct must be reported by the driver to the school principal if corrective action is necessary. The principal shall then deal with the matter as is deemed appropriate.
6. In buses where video cameras have been installed, tapes may be reviewed by the Principal, Transportation Co-Ordinator and/or Superintendent to determine whether disciplinary measures are required to address specific incidents.

Purpose

In order to provide for the personal safety and security of students and personal property belonging to the board, the board supports the use of video surveillance practices on student transportation vehicles believing that such practices shall through deterrence, encourage good behaviour and promote safe practices. The board believes that student misbehaviour increases the potential risk of injury or damage to property. As bus behaviour of students is a significant factor in the safety and efficiency of



Procedure 311

Student Conduct On A School Bus

school transportation systems, the board supports the use and implementation of video monitoring practices on student transportation vehicles in accordance with the guidelines established herein. (add a statement respecting the enforcement of school rules if this is an objective of implementation of the policy)

6.1 Camera Location, Operation and Control

- 6.1.1 The board may equip school buses and other board vehicles which are owned, leased, contracted and or operated by the board with video recording devices for monitoring student behaviour.
- 6.1.2 Video recording devices may be rotated between vehicles without prior notice to students.
- 6.1.3 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.
- 6.1.4 Video monitoring equipment shall be in operation during _____ (Will cameras be used on a sporadic basis, continuously, on an audit basis, or some other basis. The operational times for the camera should be specific within the policy depending upon what you decide.)
- 6.1.5 _____ shall be responsible (or alternatively, the principal shall appoint an internal review officer) to audit the use and security of surveillance cameras, including monitors and tapes.



Procedure 311

Student Conduct On A School Bus

6.2 Notification

- 6.2.1 One or more signs of a highly visible nature shall be conspicuously placed in each school transportation vehicle notifying riders that an audit and a video record may be made.
- 6.2.2 Students shall be informed at the beginning of each school year and as necessary during the school year that the school district will be recording student behaviour on school transportation vehicles and the purposes for such practices.
- 6.2.3 All transportation drivers or transportation contractors shall be made aware of the board's policy on video surveillance on school transportation vehicles.
- 6.2.4 It shall be the responsibility of the principal to notify the school council and parents of video monitoring practices.
- 6.2.5 All staff involved in the transportation of students shall be made aware of the board's video surveillance guidelines.

6.3 Use of Video Tapes

- 6.3.1 A video recording of actions by student passengers may be used by the board or administrators as evidence in any disciplinary action brought against any student, arising out of the student's conduct on the school transportation vehicle, and for the enforcement of school rules.
- 6.3.2 Video tapings of students or others riding on board vehicles may be reviewed, or audited, for the purposes of determining adherence to board, board contractor's, and or school rules respecting safety and transportation of students.



Procedure 311

Student Conduct On A School Bus

- 6.3.3 The records may be monitored by board personnel on a random and non-random basis and as deemed necessary and prudent in order to ensure for the safety and security of the student passengers, and board property, adherence to school rules and the fulfillment of safe and secure transportation practices by all drivers, employees and students.
- 6.3.4 Video tapes may be released to third parties or applicants in conformance with the provisions contained in the *Freedom of Information and Protection of Privacy Act* of Alberta and any rules or regulations contained thereunder.
- 6.3.5 The board may use video surveillance to detect or deter criminal offences which occur in view of the cameras.
- 6.3.6 The board or its administrators may use video surveillance for:
 - 6.3.6.1 inquiries and proceedings relating to law enforcement
 - 6.3.6.2 research
 - 6.3.6.3 student discipline
- 6.3.7 The board shall not use video surveillance for other purposes unless expressly authorized by or under an *Act* or under an enactment.

6.4 Protection of Information and Disclosure

6.5 Security and Retention of Tapes

- 6.5.1 All tapes not in use shall be securely stored in a locked receptacle.
- 6.5.2 All tapes that have been used for the purpose of this policy shall be numbered and dated and retained according to camera site.



Procedure 311

Student Conduct On A School Bus

- 6.5.3 The controlling officer must authorize access to tapes.
- 6.5.4 A log shall be maintained of all episodes of access to, or use of the recorded material.
- 6.5.5 Tapes shall be retained for _____ (specify time) and then destroyed with the exception that any tapes containing personal information which has been used to make a decision that directly affects an individual will be retained for a minimum of one year.
- 6.5.6 The individual designated responsible for administration of the policy shall ensure that a tape release form is completed before disclosing tapes to appropriate authorities or third parties. Any such disclosures shall only be made in accordance with applicable legislation. A tape release form should indicate the individual or organization who took the tape, the date of the occurrence, or when and if the tape will be returned or destroyed by the authority or individual after use.
- 6.5.7 Access to tapes shall be provided to Board employees, or agents on a need to know basis only.

6.6 Disposal and Destruction of Recordings

- 6.6.1 All recordings shall be disposed of in a secure manner. Tapes should either be shredded , burned or degaussed.

6.7 Video Monitors and Viewing

- 6.7.1 Only the controlling officer or individuals authorized by that officer, and members of the police shall have access to video monitors while they are in operation.
- 6.7.2 Video monitors should be in controlled access areas wherever possible.



Procedure 311

Student Conduct On A School Bus

6.7.3 Records should be viewed on a need to know basis only, in such a manner as to avoid public viewing.

6.8 Disclosure

6.8.1 Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need to know basis, in order to comply with the board's policy 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 school rules, including school discipline matters. (If there is any other purpose for which this policy is designed, it is important that the purpose be adequately outlined in the policy statement.)

6.9 Access to Personal Information

6.9.1 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*. Access in full or part may be refused on one of the grounds set out within the legislation.

6.10 Audits

6.10.1 _____ shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.

6.10.2 The effectiveness of the video surveillance operation shall be reviewed on an annual basis by _____, with a report being prepared and presented to the Board by _____.