

## **Video Monitoring of School Transportation**

### **Parent and Student Rights**

1. The Transportation Department shall maintain the videos in keeping with the requirements of confidentiality and in accordance with state and federal regulations.
2. Upon the transportation manager receiving a request to view the videotape, the parents will have the right to view the tape.
3. Parents will be notified that the video cameras may be in use on the buses.

### **Storage**

1. All videotapes are the property of Gervais School District. Tapes are stored at the district office and can be requested for viewing by parties as described.
2. Tapes will be rotated for taping over the previous days' record, using ten tapes so that there will be an accumulation of no more than ten school days of transportation. If a tape is pulled for a review, another will be inserted into the cycle.

### **Viewing Request**

1. Requests for viewing can only be made by the bus drivers, school administrators, transportation representatives, or parents/guardians.
2. Requests for viewing can only be made with the intent to observe a given problem or situation, and work toward a solution.
3. The bus driver, drivers' supervisor, will have the option of viewing the video first.
4. Request should be made through the transportation manager and principals.

### **Viewing**

1. Actual viewing can only be done at school-related sites: schools, and/or administrative offices.
2. A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus videotaped, and the signature of the viewer.
3. All viewing will include the transportation manager, transportation supervisor or school

administrator.

4. Upon viewing a given situation, if the viewer feels the situations needs further attention, the transportation supervisor and school administrator should be notified immediately.
5. If necessary, a meeting will be arranged between parties involved.

REQUEST FOR VIEWING OF AUDIO/VISUAL RECORDING

Bus # \_\_\_\_\_ Route# \_\_\_\_\_ School(s) \_\_\_\_\_

Date to be viewed \_\_\_\_\_

Purpose of viewing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Viewing Approved by: \_\_\_\_\_

Viewing Denied by: \_\_\_\_\_

Viewing Scheduled for: \_\_\_\_\_

Date

Time

Location

Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_