

Business/Non-Instructional Operations

Routes and Services/Transportation

Video Cameras on School Transportation

1. Policy:

Video cameras may be installed on school buses operated by the Thomaston Board of Education or its transportation contractor. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

2. Procedures:

- A. Camera installation/distribution:** Video system hardware and black boxes should be installed on all buses operated by the transportation provider. The actual number of cameras employed will be at the joint discretion of the Board and the transportation provider. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators or the students should have knowledge of which vehicles have cameras installed.
- B. Video tape custody:** Video tapes will be retained by the transportation provider for twenty (20) working days. After twenty working days, the tapes will be reused in the video equipment on the vehicles. If an administrator needs to view a tape, he/she must request the tape within twenty (20) working days of the time the incident occurred. A SCHOOL DISTRICT ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST TAPES FROM THE TRANSPORTATION PROVIDER FOR VIEWING PURPOSES.
- C. Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.
- D. Confidentiality:** Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

Business/Non-Instructional Operations

Routes and Services/Transportation (continued)

Legal Reference: Connecticut General Statutes

10-97 Transportation to vocational schools.

10-186 Duties of local and regional boards of education re school attendance.

10-220 Duties of boards of education.

10-220c Transportation of children over private roads.

10-233a and 10-233c Suspension of students.

Policy adopted: October 19, 2015

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut