

TRANSPORTATION - VIDEO CAMERA USE

Background

The Division believes that the use of video cameras on school buses will help protect the safety of passengers, prevent vandalism, and provide an essential resource for the Director of Transportation to investigate any non-compliance with the Division's statutory and common law duties regarding care and safety of students, staff conduct, and student misconduct.

Procedures

1. Only cameras belonging to the Board will be used. The videos are the property of the Division.
2. The following sign will be posted on every school bus that is adapted to have a video camera.

“VIDEO SURVEILLANCE
You may be monitored by a
video and audio surveillance system”

3. Parents/guardians will be notified, through the Student Registration form, that students may be monitored by video surveillance.
4. The Director of Transportation, Transportation Assistant, Secretary-Treasurer, Director of Human Resources and/or the School Administrator(s) may view the video when there is a need to investigate a problem during a bus trip which may include suspicion of inappropriate behaviour by an individual. In all cases, the use of video recordings is subject to the *Freedom of Information and Protection of Privacy Act*.
5. Video recordings will not be disclosed to third parties (outside Division personnel) except as permitted or required by legislation, including the *Freedom of Information and Protection of Privacy Act* or court order. Consequently, parents/guardians will not have access to the video recordings except where required under legislation. In most cases, this will only be where the privacy of other individuals on the school bus is protected or consent from affected persons is secured. In some cases, legislation or court orders may permit or require disclosure of video recordings to law enforcement.
6. All video recordings will be maintained securely. Physical copies of recordings will be kept in a locked cabinet in the Director of Transportation's office. Electronic copies will be kept on an independent hard drive under password protection. Only the Director of Transportation shall have access, except where otherwise necessary to conduct an investigation or address legal proceedings or obligations. Use and access will only be where reasonably required.
7. Video recordings will not be maintained beyond three (3) months unless they are being relied on for the purpose of an investigation or litigation or otherwise reasonably required for the purpose for which the recording was made.

Reference: Section 33, 52, 53, 222, 225 Education Act
Freedom of Information and Protection of Privacy Act