

SECTION: OPERATIONS

TITLE: TRANSPORTATION VIDEO MONITORING

ADOPTED: August 17, 1998

REVISED:

OCTORARA AREA SCHOOL DISTRICT

810.2 TRANSPORTATION VIDEO MONITORING	
1. Purpose	The purpose of the video camera monitoring system is to ensure that student's behavior on a school bus is consistent with the established Board Transportation policy guidelines. This program is to instill in the student rider that his/her actions on the school bus may result in disciplinary procedures. Video monitoring is more precise and accurate than a bus driver's divided attention through a rear view mirror. If unacceptable behavior is recorded timely and appropriate corrective actions are more likely to improve conditions and thus safety on the bus.
2. Authority	The Octorara Area School Board of Directors authorizes the Director of Support Services to install, operate and maintain the video monitoring system in conjunction with the bus contractor. The device will be installed in a locked camera box in such a manner as to be obvious in appearance and location. Access to the camera and recorded tapes will be limited to the Director of Support Services or designee. Tapes may be erased and re-recorded if no incidents occur. Tapes documenting incidents will be made available to the appropriate school administrators.
3. Delegation of Responsibility	The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct s/he observes that cannot be corrected by less formal means, such as assigning of seats, or verbal warnings. These reports will be forwarded to the responsible building level administrator for corrective disciplinary action as per existing district policy. If patterns develop or if persistent serious misconduct or safety related violations occur, the Director of Support Services may recommend and coordinate the use of video monitoring.
4. Guidelines	<p><u>Use of Recorded Documentation</u></p> <p>Review of recorded behavior problems will be limited to the Octorara Area School Board of Directors, Director of Support Services, Superintendent and Building Administrators unless authorized by one (1) of the aforementioned persons.</p>

Parent Screening

In the event that a student receives a Bus Misconduct Report form, and is disciplined as a result of video monitoring, the parent may request permission to view a tape within one (1) week of incident. All requests must be in writing and addressed to the building principal. Parents may only view the portion of the tape that documents the alleged misbehavior of their child on the bus. A meeting will be arranged with the school district administrator(s) and, if appropriate, the bus driver and/or bus contractor involved. If an administrator considers it advisable for the parent to view the tape, a viewing may be scheduled for the parent.

Discipline

The building administrator or administrator in charge will determine the discipline for the student(s) based on the driver's report, the interview with student(s) involved, and review of the film. All disciplinary actions will follow the Octorara Area School District Discipline policy.