

Administrative Procedure 740

VIDEO CAMERAS ON SCHOOL BUSES

Background

Saskatchewan Rivers Public School Division believes the use of video cameras on school buses will enhance the safe operation of its school buses. Video cameras will enable school bus drivers to focus on the safe operation of the bus while improving student passenger identification procedures for disciplinary, medical emergency and other related purposes.

Procedures

1. Video Surveillance on Buses
 - 1.1 Division buses may be equipped for video surveillance system.
 - 1.2 Placement of a video surveillance system on buses may be on a random basis at the discretion of the Division.
2. Notice to Students and Parents
 - 2.1 Parents and students of the Division will be advised that bus passengers may be video-taped. Each school year, every school shall provide this advice to parents in its first newsletter.
 - 2.2 Division buses will have clearly displayed a notice advising that the bus is equipped for the operation of a video surveillance system.
- ~~3.~~ Access to Video Surveillance
 - 3.1 The following persons shall have the authority to view video surveillance and audio recordings:
 - 3.1.1 Manager of Transportation, Assistant Manager of Transportation and CFO;
 - 3.1.2 Principals/vice-principals;
 - 3.1.3 Superintendent of Schools; and
 - 3.1.4 Director.
4. Storage of Recordings
 - 4.1 Only those persons identified in section 3.1 shall have access to the stored recordings.
 - 4.2 Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed.
5. Viewing of Recordings
 - 5.1 All recordings are the property of the Division and will not be made available for public viewing. Those eligible to view recordings shall include: staff of the Division, parents/guardians of the students involved or the students themselves. Among Division staff, only those employees with a direct involvement with the recorded contents of the specific videotape shall be permitted to view it.
 - 5.2 Any parent or legal guardian is entitled to view a recording that includes his/her child/children. Requests to view recording must be made in accordance with section 6 of the *Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP). Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *LAFOIPP Act*.

5.3 Viewing of recordings shall take place at the Division Office or at the school attended by the student for whom the viewing has been requested.

6. Retention of Recordings

6.1 Recordings will be overwritten within approximately sixty (60) days unless they are retained at the request of a Division staff member identified in section 5.1, or parent/student for documentation related to a specific incident, or as per section 6.3.

6.2 Recordings retained under section 6.1 shall be erased as soon as the incident in question has been resolved.

6.3 Where an incident raises a prospect of a legal claim against the Division, a copy of the recording shall be retained at the Division Office.

7. Proper Use

7.1 Video surveillance on buses is to be restricted to the uses indicated in this administrative procedure.

7.2 The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

Reference: LAFOIPP

Approved: November 24, 2014; Revised: April 15, 2024