

**BUS CAMERAS**

1. All students will receive training from their school bus driver in safe school bus riding practices and a copy of school bus rules and consequences, with a copy to parents as well.
2. Video cameras may be placed in any school bus in the school district. All students will be notified that they are subject to being videotaped on the school bus at any time. Notification to all students will be made in writing by the school district and the media within the first five days of each school year. Camera notification will be posted inside the bus advising that the bus may be equipped with a camera. The actual taping will be audio and video.
3. The ideal method of videotaping will be to schedule the cameras on each school bus on a rotation basis. Bus drivers will not be advised of the rotation schedule. Based on the number of incidents of misconduct, or the seriousness of these reports, video monitoring may be scheduled more frequently on certain buses.
4. After the videotaping has been conducted, the tapes will be stored at the transportation office for a period of fifteen (15) working days. The transportation supervisor will periodically randomly select and review videotaping to ensure proper school bus conduct. If no incidents are reported in 15 working days, the tapes will be erased and reused. If incidents are reported, or if incidents are observed during random selection viewing, the videotapes are to be kept until final resolution, including time for appeals.
5. A request for viewing videotapes can only be made by bus drivers, school administrators, parents/guardians whose children ride the route in question, or by order of the police or the court. A request for viewing can only be made with the intent to observe a given problem or incident in an effort to work toward a resolution of that problem or incident. The tape cannot be copied and can only be viewed at the location the transportation supervisor shall designate. Requests for viewing must be made in writing to the assistant superintendent of schools, School Administrative Unit 39.

ADOPTED: July 06, 1994  
Souhegan