

# Student Transportation Service Consortium of Grey-Bruce

## ***Procedures***

Bluewater District School Board  
Bruce-Grey Catholic District School Board

**TCP-B014**

<b>Procedure Title: VIDEO CAMERAS ON BUSES</b>	<b>Approved:</b> March 22, 2013 <b>Updated:</b> June 3, 2013
<p>Related Forms:</p> <p>Bluewater District School Board – (none) Bruce-Grey Catholic District School Board – (none)</p>	<p>Related Policies &amp; Procedures:</p> <p>Bluewater District School Board</p> <ul style="list-style-type: none"> <li>• Policy BP 6815-D Video Surveillance</li> <li>• Procedure AP6815-D Video Surveillance</li> </ul> <p>Bruce-Grey Catholic District School Board</p> <ul style="list-style-type: none"> <li>• Procedure A.P. 5-16 Video Surveillance in Schools and School Buses</li> </ul>

**Intent:** In keeping with Consortium member Boards' Safe School Policies it is the Consortium's policy to utilize video surveillance cameras on buses to ensure the ongoing safety of students, staff and property.

**Stakeholders:** Parents, Schools, Bus Operators, Consortium

**Procedure:**

1. Video cameras may be used on school buses for the purpose of promoting proper behaviour and safety of the students.
2. The Consortium has provided the Bus Operators with cameras and recording devices for a percentage of their buses. These buses will be moved around routes on an as needed basis.
3. It is recommended that the School Principal notify the parents/guardians of students by letter (see attached) that video cameras may be placed on the buses at any time during the school year without any other given notice.
4. To protect the privacy of all students on the bus, video will only be reviewed by the Bus Driver, a representative of the Bus Operator, the School Principal or designate and the Manager of Transportation or designate. After appropriate action has been taken, the video will be erased.
5. Bus Companies contracted to transport students for the Consortium are bound contractually to act in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
6. The video will record automatically while the school bus is operational. When the recording device is full the video will start recording over the oldest video. When video is retrieved from the recording device for viewing the Bus Operator will ensure that a record is kept to track the use and disclosure of the video. The log shall include the date, time, route/charter number, driver/operator, times of viewing and list of who has seen the video.
7. When recorded information has been viewed for school/public safety purposes, the retention period shall be one (1) year from the date of viewing or for one year from the date of resolution of the incident. If personal information is used for this purpose, section 5(1) of Ontario Regulation 823 under the Municipal Freedom of Information and Protection of Privacy Act requires the information to be retained for one year.
8. All authorized users (listed in point 4 above) of any bus video hold the responsibility of managing video in accordance with this procedure.
9. Conformance to these standards will be audited as part of the Consortium's formal Operator Review Process (TCP-D005 Operator Operational Review)

## Sample Notification Letter of Video Camera Use on Buses

*<School Letterhead>*

*<Date>*

Dear Parent/Legal Guardian/Adult Student:

In an attempt to assure the safety of students travelling on school buses, video cameras are often installed. They have often proven to be successful in improving student behaviour, reducing driver stress and assisting drivers with student supervision.

A sign has been posted on buses, stating that video cameras may be in use.

To protect the privacy of all students on the bus, video will only be reviewed by the Bus Driver, a representative of the Bus Operator, the School Principal or designate and the Manager of Transportation or designate.

When recorded information has been viewed for school/public safety purposes, the retention period shall be one (1) year from the date of viewing or for one year from the date of resolution of the incident. If personal information is used for this purpose, section 5(1) of Ontario Regulation 823 under the Municipal Freedom of Information and Protection of Privacy Act requires the information to be retained for one year.

Please feel free to contact me should you have any questions regarding this procedure.

Respectfully,

*<Principal of School>*