

Administrative Procedure 182

VIDEO SURVEILLANCE ON SCHOOL TRANSPORTATION VEHICLES

Background

In order to provide for the personal safety and security of students and personal property belonging to the Division, the Division supports the use of video surveillance practices on student transportation vehicles believing that such practices shall through deterrence, encourage good behaviour and promote safe practices. Student misbehaviour increases the potential risk of injury or damage to property. As the behaviour of students is a significant factor in the safety and efficiency of school transportation systems, the Division supports the use and implementation of video monitoring practices on student transportation vehicles as needed, in accordance with the procedures established herein.

Procedures

1. Camera Location, Operation and Control

- 1.1 The Division may equip school buses and other Division vehicles which are owned, leased, contracted and or operated by the Division with digital recording devices for the monitoring of student behaviour and as a means to deter vandalism and identify students or driver activity that may pose a threat to passengers and drivers safety.
- 1.2 Buses equipped with digital recording devices may be placed on a route used for the transportation of students when the administrators have received complaints of inappropriate behaviour or have reason to believe that behaviour problems exist or are about to occur.
- 1.3 Digital monitoring equipment shall be in operation continuously.
- 1.4 The Transportation Manager, Assistant Transportation Manager and the Secretary Treasurer shall be responsible to audit the use and security of surveillance cameras, including monitors and tapes.

2. Signage

- 2.1 One or more signs of a highly visible nature shall be conspicuously placed in each school transportation vehicle notifying riders that digital surveillance is in operation.
 - 2.1.1 Notice to be posted on bus for surveillance purposes:

WARNING
VIDEO SURVEILLANCE

*Activities on this bus are being monitored as a measure to enhance the safety and security of individuals and property of Wolf Creek School Division No.72.
Personal information is collected under Alberta FOIPP Act Section 33(c).*

- 2.1.2 Contact department
 - 2.1.3 Contact phone number for questions
 - 2.2 Students and parents shall be informed at the beginning of each school year and as necessary during the school year that the Division will be recording student behaviour on school transportation vehicles and the purposes for such practices.
 - 2.3 All transportation drivers or transportation contractors shall be made aware of the Division's procedure on video surveillance on school transportation vehicles.
 - 2.4 It shall be the responsibility of the Principal to notify the School Council and parents of the surveillance monitoring practices.
 - 2.5 All staff involved in the transportation of students shall be made aware of the Division's surveillance procedures.
3. Use of Digital Footage
- 3.1 Digital footage of actions by student passengers may be used by the Division or administrators as evidence in any disciplinary action brought against any student, arising out of the student's conduct on the school transportation vehicle, and for the enforcement of school rules.
 - 3.2 Digital footage of students or others riding on Division vehicles may be reviewed or audited, for the purposes of determining adherence to Division, Division contractor's and/or school rules respecting safety and transportation of students and to determine if a reported incident of misconduct, vandalism or property damage has been captured on the tape.
 - 3.3 The records may be monitored by Division personnel on a random and non-random basis and as deemed necessary and prudent in order to ensure the safety and security of the student passengers, and Division property, adherence to school rules and the fulfillment of safe and secure transportation practices by all drivers, employees and students.
 - 3.4 Digital footage may be released to third parties or applicants in conformance with the provisions contained in the *Freedom of Information and Protection of Privacy Act* and any rules or regulations contained thereunder.
 - 3.5 The Division may use video surveillance to detect or deter criminal offences which occur in view of the cameras.
 - 3.6 The Division may use video surveillance for:
 - 3.6.1 Inquiries and proceedings relating to law enforcement.
 - 3.6.2 Student discipline.
 - 3.7 The Division shall not use video surveillance for other purposes unless expressly authorized by or under an Act or under an enactment.
4. Security and Retention of Tapes
- 4.1 All digital footage not in use shall be securely stored in a locked receptacle.
 - 4.2 All digital footage that have been used for the purpose of this Administrative

Procedure shall be numbered and dated and retained accordingly in a locked cabinet.

- 4.3 The Transportation Manager or Assistant Transportation Manager or Secretary Treasurer must authorize access to the digital footage.
- 4.4 A log must be maintained of all downloaded footage or access to, or use of the recorded material.
- 4.5 Footage shall be retained for thirty (30) calendar days and then destroyed with the exception that any tapes containing personal information which has been used to make a decision that directly affects an individual will be retained for a minimum of one (1) year.
- 4.6 The individual designated responsibility for administration of this Administrative Procedure shall ensure that a digital footage release form ([Form 182-1](#)) is completed before disclosing any digital footage to appropriate authorities or third parties. Any such disclosure shall only be made in accordance with applicable legislation. The digital footage release form is to indicate the individual or organization who took the footage, the date of the occurrence, and when and if the footage will be returned or destroyed by the authority or individual after use.
- 4.7 Access to tapes shall be provided to Division employees or agents only after reviewing the request and upon discussion with the Secretary-Treasurer / Superintendent and being based upon sound reasoning.

5. Disposal and Destruction of Recordings

- 5.1 All digital footage shall be disposed of in a secure manner. All Digital footage is to be erased magnetically before disposal.

6. Video Monitors and Viewing

- 6.1 Only the Transportation Manager or individuals authorized by that officer, and members of the police force shall have access to video monitors while they are in operation displaying the event.
- 6.2 Video monitors are to be in controlled access areas wherever possible.
- 6.3 Records are to be viewed on a need to know basis only, in such a manner as to avoid public viewing.

7. Disclosure

- 7.1 Recordings shall not be disclosed except in accordance with this Administrative Procedure.
- 7.2 Disclosure of Digital Footage shall be on a need to know basis, in order to comply with the Division's objectives, regarding the promotion of the safety and security of students and implementation and maintenance of transportation safety rules.

8. Audits

- 8.1 The Transportation Manager/Assistant Transportation Manager or Secretary Treasurer shall be responsible to audit the use and security of surveillance cameras,

including monitors and any stored digital footage.

- 8.2 The effectiveness of the video surveillance operation shall be reviewed on an annual basis by the Transportation Manager with a report to the Secretary-Treasurer.

Reference: [Education Act](#) Section 33, 52, 53, 68, 197, 222, 225
[Freedom of Information and Protection of Privacy Act](#)

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