

# NORTH EAST TRI-BOARD STUDENT TRANSPORTATION



## PROCEDURE

### USE OF VIDEO CAMERAS ON SCHOOL BUSES

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North East Tri-Board Student Transportation places the highest priority on student safety. Placing video cameras on school buses is one of the ways we can help maintain discipline, and to ensure the safety of students and staff.

The three (3) partner school boards of the North East Tri-Board Student Transportation support the use of video surveillance on school buses as a means of maintaining discipline, controlling vandalism and theft on school buses and ensuring ongoing safety of students.

At the same time NETBST respects the privacy rights of each student and will implement the following guidelines as a way to protect student's privacy.

1. The responsibility to provide safe transportation for students, and promote security in school buses.
2. The maintenance of students' privacy rights and security of information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The public benefit of ensuring order and preventing vandalism and other unacceptable behavior in schools or on school buses used by students.

#### **Guidelines:**

#### **Notification of Use of Video Surveillance Cameras**

- NETBST will ensure that annual notices are sent to parents by way of the School Bus Policy and Procedures pamphlet

#### **Storage and Ownership of the Tapes**

- Ownership of the tapes rests with NETBST
- Unless there is a formal complaint being investigated, tapes will be destroyed after 7 calendar days
- In the event of any action being taken NETBST representatives as a result of a formal complaint or incident, the tapes will be kept for a minimum of one year from the date of the action taken

## **Viewing of Taped Materials**

- NETBST and the School Bus Operator will treat the tapes as confidential
- NETBST will, by way of a written Agreement with the School Bus Operator, commit to the following protocol and procedures regarding the storage, viewing, ownership and disposal of video tapes.
  - Tapes will be viewed only when NETBST representatives are investigating an incident
  - A clear record of the purpose for retaining any specific video record will be written and kept on file in the department. The record will also detail who is allowed to view the file, and the purpose for which it is to be used.