

Video Cameras on Transportation Vehicles

Student Education Records

The district will comply with provisions of law regarding student education records requirements including the Family Education and Privacy Act and the Education of All Handicapped Children Act of 1975 as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the student's education record will be maintained in accordance with established student education record procedures governing access, review and release of student records.

The district will ensure notice to parents that video cameras may be used on school transportation vehicles.

Students will not be notified when a video camera is "on board" and in use on district vehicles.

Staff Records

Video recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.

The district will ensure notice to district personnel that video cameras may be used on school transportation vehicles.

Staff will not be notified when a video camera is "on board" and in use on district vehicles.

Storage/Security

All video recordings will be stored and secured to ensure confidentiality. Video recordings will be stored for a minimum of 10 days after initial recording, whereupon such recordings will be released for erasure.

Video recordings held for review of student or staff incident will be maintained in their original form pending resolution. The tape will then be either released for erasure or retained as necessary as a part of the student's education record and/or employee's personnel record in accordance with the established district procedures.

Use

Video cameras will be used on school transportation vehicles as determined by the director of transportation or superintendent.

Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Viewing Requests

Requests for viewing video recordings will be limited to the appropriate vehicle driver, director of transportation, school administrator, parent or guardian, or student 18 or older or others as deemed appropriate by the superintendent or designee.

Requests for viewing may be made to the superintendent or designee within ten school days of the date of recording. Only the portion of the video recording concerning a specific incident(s) will be made available for viewing.

Approval/Denial for viewing will be made within five school days of receipt of request and so communicated to the requesting individual(s). Video recordings will be made available for viewing within three school days of the request approval.

Viewing

Actual viewing will be permitted at school related sites only. All viewing will include the director of transportation and/or school administrator.

A written log will be maintained for a period of three years, of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video taped and driver and the signature of the viewer. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student education records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Installation (From OAR 581-053-0517 (46)(a)-(f).)

1. Video surveillance cameras may be installed inside or on the forward bulkhead (header) above the windshield in compliance with the following requirements:
 - a. Surface mounted camera/camera housing/video recording devices or those extending into the passenger compartment shall be mounted as close as practicable directly above the driver but not to extend into the area directly forward of the aisle beyond the existing 6" x 30" rear view mirror or the installation complies with all of the following:
 - (1) The camera/recorder/housing extends into the passenger compartment no more than 9";
 - (2) Extends down from the ceiling no more than 5";
 - (3) Is no wider than 5"; and
 - (4) Is located as close as practicable to the mid-point of the header at the highest possible position.
 - b. If camera/camera housing or video receiving device extends into the passenger compartment all edges must be rounded and/or protected with enclosure of shatterproof construction;
 - c. Flush mounted camera systems (no extension into passenger compartment) may be mounted in any desired position on the bulkhead;
 - d. Camera/Camera housing must be adequately secured to the bulkhead or ceiling in a manner to prevent separation from the vehicle in the event of a collision or mishap. Securement system

- shall be capable of withstanding a force of 5,672 Newtons applied from any direction without separation from the bus;
- e. Camera mounting design must allow ready access for camera and video recording medium removal;
 - f. All electrical connections shall be made with UL approved wiring and protected by grommets any place it passes through metal panels.

Purchase, Maintenance, Replacement of Equipment/Supplies

The director of transportation will be responsible for all video equipment and supplies purchase, maintenance and replacement. Vehicle drivers will be responsible for the care of video equipment while operating district vehicles.

