

Business/Non-Instructional Operations

Routes and Services/Transportation

Video Cameras on School Transportation

1. Policy:

Video cameras will be installed on school buses operated by the Putnam Board of Education. The operation of the cameras must be the type initiated by the ignition switch and not controlled in any way by the vehicle driver. All videos will remain in the custody of the transportation department. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Videos may be used to supplement or support the investigation of disciplinary infractions.

2. Procedures:

A. Video custody: Video recordings will be retained by the transportation department for forty-five (45) working days. After forty-five working days, the tapes or CDs will be reused in the video equipment on the vehicles. If an administrator needs to review a video, he/she must request the tape within forty-five (45) working days of the time the incident occurred. A SCHOOL ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST VIDEOS FROM THE TRANSPORTATION DEPARTMENT FOR VIEWING PURPOSES.

B. Video tape retention: If a school administrator determines that a video should be kept for evidence, the video should be retained permanently by the school administrator and not returned to the transportation .

C. Confidentiality: Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

Legal Reference: Connecticut General Statutes
10-97 Transportation to vocational schools.
10-186 Duties of local and regional boards of education re school attendance.
10-220 Duties of boards of education.
10-220c Transportation of children over private roads.
10-233a and 10-233c Suspension of students.

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PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut