

## Administrative Procedures

|  |   |
|--|---|
| <b>AP-802</b><br><br><b>SCHOOL BUS SAFETY AND VIDEO CAMERA USAGE</b> | <b>Date of implementation:</b> Fall 2006  |
|  | <b>Date of update:</b> December 13, 2023  |
|  | <b>Related Administrative Procedures:</b><br><a href="#">AP-427 Alcohol, Cannabis and Illicit Drugs</a><br><a href="#">AP-429 Video Surveillance in Schools</a> |

**Purpose:** To make provision for a school bus safety program and rules to facilitate the safe transportation of students. The Division believes the use of video cameras on school buses may, on occasion, improve student safety.

### 1) Safety Program

- a) A defensive driving course is to be maintained and kept current by the Transportation Manager and/or designate.

### 2) Workshops

- a) Bus driver workshops are to be held annually. All bus drivers are required to attend. Workshops may include, but are not limited to, the following topics:
  - Defensive driving
  - Bus driving skills
  - Emergency accident procedure
  - First Aid
  - Driver assertiveness training and,
  - Training in dealing with children with special needs

### 3) Student Awareness

- a) The Transportation Manager is responsible for maintaining bus rules regarding bus safety. Principals are to cooperate and assist in the safeguarding of bus rules and bus safety.

### 4) Driver Instruction

- a) Prospective new bus drivers are required to complete twelve (12) to thirty (30) hours of instruction. Driver training instructions are to be given by the Transportation Manager or designate.

5) Driver Handbook

- a) The Transportation Manager or designate is to develop and keep current a Driver Handbook. The manual is to outline the duties of bus drivers, current administrative procedures relevant to student transportation, and pertinent information and/or forms required by the drivers. Each driver is to receive a copy of the Driver Handbook and ensure that it is kept current.

6) Evaluation

- a) The Transportation Manager or designate is responsible for ensuring that evaluation and assessment of school bus drivers is conducted on an on-going basis. An "On the Road Monitor Evaluation" is to be completed for each driver on a rotational basis.
- b) The Transportation Manager is responsible for assessing the Board's school bus safety program on an annual basis.

7) Use of Video Cameras on School Buses

To help ensure Saskatchewan school divisions clearly understand the legislation regarding privacy and access, the Saskatchewan School Boards Association (SSBA), along with other key stakeholders, produced the "Privacy and Access in Saskatchewan Schools" website ([saskschoolsprivacy.com](https://saskschoolsprivacy.com)). The *Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP) will be followed (see Table 1).

a) Video Usage on Buses

- i) Division-owned buses may, on occasion, be equipped for video systems.
- ii) Placement of a video system on buses may be at the discretion of the Division for safety related reasons.
- iii) The use of video cameras on a bus are subject to the requirements found in AP-429 Video Surveillance in Schools.

b) Notice to Students and Parents/Caregivers

- i) Parents/Caregivers and students of the Division will be advised that bus passengers will be video-taped.
- ii) Division buses will clearly display a notice advising that the bus is equipped for the operation of a video system.

c) Access to Video Equipment

The following persons shall have access to the video equipment for the sole purpose of investigating student safety:

- Manager of Transportation
- Learning Superintendent responsible for Transportation and Designate

- Learning Technology Manager

d) Storage of Recordings

- i) Only those persons identified under Section 7(c) above shall have access to the stored recordings.
- ii) Recordings shall not be edited or selectively erased. Recordings are to be kept intact until erased in their entirety or destroyed as per LAFOIP.

e) Viewing of Recordings

- i) All recordings are the property of the Division and will not be made available for public viewing. Only those with direct involvement with the recorded contents of the specific video shall be permitted to view it.
- ii) Any parent or legal caregiver is entitled to view a recording that includes his/her child/children. Request to view recording must be made in accordance with Section 6 of LAFOIP. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, it would give rise to a concern for a third party's safety, or on any other ground recognized in LAFOIP.
- iii) Viewing of recordings shall take place at the Transportation or Division Office for whom the viewing has been requested.
- iv) RCMP, justice officials and other legal authorities in an event of a formal investigation or emergency.

8) Retention of Recordings

- a) Recordings will be overwritten as part of the normal usage process and/or retained according to Section 7(c) or parent/student for documentation related to a specific incident.
- b) Captured recordings that are retained will follow LAFOIP storage and destruction procedures.

9) Improper Use

- a) Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

*References*

*Bus Rules*

*The Local Authority Freedom of Information and Protection of Privacy Act*

Table 1. Process for Video Camera Usage:

