

FAIRFIELD AREA SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES

VIDEO CAMERAS ON TRANSPORTATION VEHICLES

7640

- 7640.1 The District shall maintain the videos in keeping with the requirements of confidentiality and in accordance with state and federal laws and regulations.
- 7640.2 All video tapes are the property of the District and will be stored and secured to ensure confidentiality.
- 7640.3 Video recordings will be stored for ten (10) days after initial recording, whereupon such recordings may be released for erasure.
- 7640.4 Requests for viewing may only be made by bus drivers, school administrators, transportation representatives, or parents/guardians.
- 7640.5 Requests for viewing may only be made with the intent to observe a given problem or situation, and work toward a solution.
- 7640.6 Requests must be made through the Transportation Supervisor.
- 7640.7 Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.
- 7640.8 All viewing will include the Transportation Supervisor, and/or the building principal (and the bus driver).
- 7640.9 Actual viewing may only be done at the school site.
- 7640.10 A written log will be maintained of those who view the tapes, the date of viewing, the date the video was taped, the bus video taped, and the signature of the viewer.
- 7640.11 If necessary, a meeting will be requested between parties involved.
- 7640.12 Staff and students are prohibited from tampering with or otherwise interfering with video camera equipment.

Revised June 17, 1996