

Administrative Procedures for Transportation - Video/Audio Recording (Attachment for Policy No. 810.2)

Purpose

The Board of Education ("Board") recognizes the benefits of using video and audio recording equipment to support efforts to maintain discipline and to ensure the safety and security of all School District of Philadelphia ("District") students, staff, contractors, and others being transported on District-owned, operated, or contracted school buses or school vehicles. The purpose of these procedures is to provide guidelines on the proper use of such equipment, notice of its use, and maintenance and distribution of recordings.

Procedures

Use of Recording Devices on School Bus/Vehicles

The following must occur when using audio or video recording equipment on school buses/vehicles:

- Signs: Signage notifying riders of the presence and use of video and/or audio recording devices must be clearly posted on school buses and in school vehicles where video and/or audio recording equipment is or will be in use.
- To Students and Parents/Guardians: Notification of the Board's policy on use of audio and video recording equipment shall be provided to parents/guardian of students as follows:
 - Through Parent Notification Letters sent by the Department of Transportation Services ("Transportation Services"); and
 - In the Bus Behavior Guidelines posted on Transportation Services's webpage.

Monitoring Recording Devices

Recording equipment checks are performed as scheduled on a rotation basis by the Garage Supervisor so as not to select only certain buses. The Garage Supervisor or designee shall periodically review randomly selected video recordings to identify security or disciplinary concerns or conduct and confirm that the recording equipment is working properly. The Garage Supervisor may decide if more frequent monitoring of a particular bus/vehicle is needed based on the number or seriousness of incidents of misconduct. Such additional monitoring is meant to supplement the written disciplinary reports by the bus driver, not take the place of reports.

Use of Video/Audio Recording within Transportation Services

Transportation Services reviews video or audio recordings if notified of an incident that requires further investigation.

Upon notification of the incident or accident, Transportation Services will either obtain the recording from a District vehicle or request a digital copy of the recording from a contracted vendor.

Use of Video/Audio Recording by the School Community

Schools may request to view Video/Audio Recording through Transportation Services.

- Principals/department heads may permit external persons, including parents, to view the videos, but such determination must be made on a case-by-case basis in consultation with Transportation Services and Office of General Counsel.
- Copies shall not be made publicly available unless the request has been processed by the School District's Open Records Officer in accordance with Policy 801.

Requests for Audio/Video Recording by Parents or Other Member of the Public

Parents and members of the public, including the media and other agencies, who are seeking to obtain copies of a video or audio recording, must submit a Right-to-Know Law Request in accordance with Policy 801. Video/audio recordings will be provided or made available for viewing on a case-by-case basis in accordance with applicable laws.

Retention of Video Recording

Due to storage capacity limitations, digital video/audio recordings will be erased periodically by overwriting with new data on the storage media where the files are maintained. This will be determined by the individual characteristics of each bus, such as the amount of time the bus is in motion, number of devices, etc.

Video/audio recordings shall be retained for a longer period as needed in accordance with applicable retention laws, policy, or schedules.

Maintenance Schedule

Transportation Services shall review these administrative procedures annually.

Related Information:

[Bus Behavior Guidelines](#)