



Section Use of Video and Audio Equipment on Buses	Page 1 of 1
	Date : November 30, 2013

Statement	WESTS authorizes the use of video and audio surveillance equipment on school buses. The equipment will be used to promote safety on the bus, proper student behavior and to aid in the investigation of incidents and accidents. The equipment may also be used to review and assess bus stop locations, route paths or any other investigation as deemed appropriate by the General Manager.
Procedures	<ol style="list-style-type: none"> 1. All video recordings will be subject to the confidentiality policies of the member school boards as well as all pertinent legislation. An operator who fails to comply with the confidentiality policies will be subject to penalties that include but are not limited to contract termination. 2. Only those recordings that are accessed to assist in an investigation of an incident, student behavior, assessment of a stop location or other investigation will be saved to a file. If requests the files will be forwarded to the Consortium by the bus operator as early as is practical once the request is made. 3. Any material recorded on video is the exclusive use of the Consortium and the member school boards only and all recorded images shall be used, disclosed, retained, secured and disposed of in accordance with MFIPPA. 4. All video recordings that substantiate student misconduct will be forwarded to the appropriate school principal. The principal will be responsible for the storing and retention of such files. 5. Video materials, under normal circumstances, will be retained for a rolling period of 30 days, unless otherwise required as per #2 and #4 above. 6. Clearly written signs displayed on the bus, shall provide adequate warning that video surveillance is in effect.