

Policy Number	Topic	Pages	Date of Approval (Revisions)
3.1	Use of Video Cameras on School Purpose Vehicles	1 of 1	September 2010 May 2014
Policy Statement			
<p>Video cameras may be installed on school purpose vehicles in order to promote student safety and protection of property.</p>			
Procedure			
<p>Noting that a school purpose vehicle is an extension of the classroom, the use of video cameras is extended beyond school property to school purpose vehicles.</p> <p>In the event of an incident or accident, the School Principal will make a request to access the video by contacting Southwestern Ontario Student Transportation Services (“STS”), who will in turn, advise the bus company. The bus company is responsible for making the video available to the School Principal as early as is practical once the request is made.</p> <p>In the event of a request coming from a School Principal on a bus shared between more than one School Board, STS will make the other School Principal aware of the request and nature of the incident or accident.</p> <p>Any material recorded on video is for the exclusive use of Southwestern Student Transportation Services (“STS”) and the member school boards only or for any other use required by law.</p> <p>Video materials, under normal conditions, will be retained for a rolling time frame of 90 days. In the event of an incident or an accident, the material will be archived as requested by STS and a copy provided to STS for safekeeping.</p>			