



## **SCHOOL/CHARTER BUS VIDEO SURVEILLANCE SYSTEM POLICY**

### **I. PURPOSE**

This policy is to safeguard student privacy while providing for their safety and security. The City of Irwindale (City) recognizes the use of video surveillance systems on school/charter buses as an important tool in the management of the security and safety of students and staff and as an educational tool to enhance the performance of all City bus staff. Student data privacy must be maintained in accordance with all federal and state statutes.

### **II. SCOPE**

This policy applies to the City of Irwindale's "school" and "charter" buses. The City has two school buses, which are used for the transportation of students to and from school or school-related activities. The City's school buses are occasionally converted for usage as a "charter" bus and are used to transport City staff and patrons to and from field trips such as sporting events, beach trips, and other recreational activities. The City maintains two other buses, which are not covered by this policy and are exclusively used as a School Pupil Activity Buses (SPAB) by the City's Recreation and Senior Center to transport staff and patrons to and from non-school related events such as field trips.

The City of Irwindale has installed cameras in its two school/charter buses. The school/charter bus video surveillance system utilizes video recording equipment in both school/charter buses for the security and safety of students and staff, and for the purpose of monitoring the behavior of the students. Video recordings are used to support the school/charter bus driver's referral reports, regulations outlined in the California Highway Patrol HPH 82.7 Passenger Transportation Safety Handbook, and the consequences outlined in the City of Irwindale Bus Pass Information and Rules, which are also based on the Thomas Edward Lanni Act of 1997 Safety Plan in compliance with Section 39831.3 added to the California Education Code. No audio recordings will be used as part of the video surveillance system.

### **III. STAFF RESPONSIBILITY**

The City of Irwindale will notify parents/legal guardians and staff that the digital video surveillance exists on all school/charter buses and that those video recordings may be used in student disciplinary proceedings and may be a student record. This notification will be located on the revised Bus Pass Information and Rules and included in the City's Resident Newsletter.

Video recordings will only be viewed by the City Manager, Public Services Director, Information Technology Manager, Human Resources/Risk Manager, and appropriate law enforcement (or any of their designees). Whenever a parent or legal guardian disputes or challenges a bus discipline report, and the student was video recorded, it will be the responsibility of the Public Services Director (or designee) to review the recording.

The video recording will be used by the Public Services Director to assist in determining whether or not the incident actually occurred and if so, the severity of the incident.

Neither the parent nor legal guardian of the student that has been video recorded, nor the student, will be allowed to view the video recording in accordance with data privacy laws, unless the student is the only subject of the recording, the Public Services Director has obtained written permission from the parents/legal guardians of all other students on the video recording for them to be viewed, or the other students can be blurred out by the recording system. Upon written request, the Public Services Director will provide a written summary of the recorded incident(s) of a student pictured on a video to the student's parents/legal guardians.

The Public Services Director or Information Technology Manager (or their designee) will be responsible for the security of all school/charter bus digital video surveillance equipment and for the handling of video files. If there is a request by the Public Services Director to view a recording, the Information Technology Manager will remove the digital hard drive from its recorder for safeguard until a meeting can be arranged. Digital files retained as part of an individual student's disciplinary record shall be maintained in accordance with law and the City of Irwindale's policy governing the access, review, and release of student records.

#### **IV. USAGE OF VIDEO RECORDINGS OF CITY EMPLOYEES**

Video recordings and any GPS location and bus sensor information created as a result of the surveillance system may be used for a legitimate purpose related to employment or business functions, including usage in disciplinary proceedings of City employees. Video Recordings and other relevant data may be released in response to a requirement that the footage be presented to law enforcement, or a need for the footage in administrative, civil, or criminal proceedings.

#### **V. PLACEMENT OF VIDEO SURVEILLANCE CAMERAS ON SCHOOL/CHARTER BUSES**

There are four cameras on each school/charter bus. The locations of each camera are as follows:

1. Camera One is placed behind the driver and records both the driver's seat and the bus passengers as they enter and exit the bus.
2. Camera Two is placed in the middle right side of the bus and records the middle section of the bus.
3. Camera Three is placed in the middle left side of the bus and records the middle

section of the bus.

4. Camera Four is placed at the back right corner of the bus and records the back section of the bus, and allows for the recording of the bus from the back towards the front.

See the Staggered Camera Layout attached to this Policy as Attachment 1 providing an example diagram (not to scale) of the camera locations. The school/charter bus video surveillance cameras provide high definition performance, high capacity storage, passive GPS tracking, custom vehicle sensor inputs, and wireless networking.

## **VI. OPERATION & REVIEWING OF VIDEO RECORDINGS**

A. The school/charter bus video surveillance management system entails the following:

1. There are four (4) cameras on each City of Irwindale school/charter bus for a total of eight (8) cameras. Each camera has a microphone on it to record audio, which will be turned off and not used to record the voices of any bus passenger or bus driver.
2. The school/charter bus video surveillance system will not provide a live stream video option. A wireless network is set up at the facility where the buses are parked, which can allow the recordings to be viewed and downloaded when the bus returns to this facility.
3. The school/charter bus cameras will be in operation during the entire year when the school/charter buses are in operation.
4. The school/charter bus cameras will turn on when the bus turns on and will remain operational for the duration of the trip to and from any destination, including but not limited to, the school, each bus stop, and any field trip location. The cameras will stop recording 25 minutes after the bus ignition turns off. There are three locations when the school/charter bus is required to be turned off for a short period of time: (1) Nora Avenue when the bus driver is required to cross elementary and middle school students; (2) Sabre Lane when the bus driver is required to cross elementary and middle school students; and (3) Alice Rodriguez Circle when the bus driver is required to cross elementary and middle school students. This should not interrupt the recording as the recording will stop after the bus has been off for 25 minutes.
5. All recorded video is synchronized to GPS coordinates and time stamped.
6. The bus driver is able to push a “panic button” when an incident occurs on the bus. This flags the footage of that moment in time as a critical event incident and allows this moment to be downloaded first when the bus returns to its facility.
7. There are three different exportable video formats/medium.
  - a. Standard – Exported video can be viewed on a city staff member’s computer where SafetyVision’s ForesightPro software has been installed. The standard export allows for synchronized view of the bus’s camera and GPS location and bus sensor information at the time of the recording.
  - b. Mini – The Mini version is identical to the Standard export; however, a portable version of the ForesightPro software is saved to the exported file path. This

- format would allow for burning/transferring to CD, DVD, or USB memory stick.
- c. MP4 – The MP4 format is strictly a video file; playable without the aid of SafetyVision’s proprietary software; no GPS or bus sensor information is contained and each camera is exported individually.

**VII. RETENTION OF VIDEO RECORDINGS**

The school/charter bus video recordings are required to be retained for 365 days. To do so, the City is required to have two (2) interchangeable 2TB storage hard drives that will enable staff to save recordings for 365 days a year. The videos will delete the oldest footage beginning on day 366.

**VIII. TRAINING**

Training will be provided to the Public Services Director, Information Technology Manager and their designees on how to use the video surveillance system software called Network Video Recorders (NVRs) including but not limited to uploading videos, blurring out student faces, and editing videos to display only certain instances and/or incidents. Additional training will be provided after any software upgrades and changes or new personnel are hired in a position that warrants their use of the system.

**IX. PERIODIC MONITORING & INSPECTIONS**

The City shall conduct periodic inspections of the school/charter bus video surveillance system to ensure the cameras are working properly on a monthly basis. The periodic inspections will entail turning the system on and randomly clicking on time during bus drop off or pick up hours. The Public Services Director and/or the Information Technology Manager will inspect the system to ensure the cameras are recording visually and ensure the audio is turned off.

# ATTACHMENT 1

## Staggered Camera Layout

