Section **Use of Video and Audio Equipment on Buses**	Page 1 of 1
	Date : November 30, 2013 Amended: Feb. 19, 2020

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	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. **All files that are saved will be forwarded to the applicable school.** 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. Clearly written signs displayed on the bus, shall provide adequate warning that video surveillance is in effect.

Approved by Motion: BOD #01-14 Dated: January 16,2014

Amendment approved by Board of Directors – April 16, 2020