
ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

VIDEO SURVEILLANCE ON SCHOOL BUSES POLICY

The Clarksville-Montgomery County School System (CMCSS) installs video or digital camera recorders on all school buses.

Permissible Review of Video Surveillance Footage

CMCSS Employees

As deemed necessary, when there is an alleged disciplinary problem or other allegations are made against a student or an employee the pertinent video footage will be removed and reviewed by the Transportation Manager/designee or a School Administrator/designee.

Parents/Guardians of CMCSS Students

Pursuant to T.C.A. §49-6-2119, parents/guardians may request to view video footage from their student's school bus camera which directly relates to their student via the Request to View School Bus Video Footage form (TRN-F063). The review must occur under the supervision of the Transportation Manager/designee or School Administrator/designee. All reviews must comply with federal and state privacy laws.

Retention of School Bus Video Surveillance

The SD Cards/hard drives are erased periodically as determined by the recording equipment's capabilities/capacity unless a CMCSS administrator receives notice of a basis to preserve specific bus video footage.

All bus video footage that is used in a CMCSS investigation, disciplinary matter, or claim/litigation to which CMCSS is a party will be maintained for a period of one to fifteen years, as needed, either following the date of the incident or one year following the conclusion of the litigation, depending on the nature of the matter.

Implementing Procedures: [TRN-P037](#) Review of School Bus Video Surveillance by Parents/Guardians

Associated Documents: T.C.A. § 10-7-504
20 U.S.C. §1232(g), FERPA
T.C.A. §49-6-2119
[TRN-F063](#) Bus Video Request Form

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/19/07		Initial Release
3/30/15	A	Change video tape to SD Card. Updated logo.
8/5/19	B	Para. 1: moved reference to SD cards/hard drives to retention section. Added Parent/Guardian and retention of surveillance sections. Implementing procedures: Added TRN-P037, removed TRN-P018. Added associated documents.

***** End of Policy *****