



REVIEW OF SCHOOL BUS VIDEO SURVEILLANCE BY PARENTS PROCEDURE (TRN-P037)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines how a parent of a CMCSS student may request to view photographs or video surveillance footage collected from a video camera installed on a school bus.

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

2.0 RESPONSIBILITY:

- 2.1 Transportation Manager
- 2.2 School Principals

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer (COO)

4.0 DEFINITIONS:

- 4.1 Parent means parent, legal guardian, person with custody of child, or person who has caregiving authority pursuant to T.C.A. §49-6-3001.

5.0 PROCEDURE:

- 5.1 Parent submits written request to Transportation Manager/designee or School Administrator/designee to view school bus video surveillance footage captured from the student's bus camera that is directly related to his/her student.
 - 5.1.1 Written request submitted on TRN-F063 or by other written means containing the following information:
 - a. Name, address, and telephone number of requesting parent;
 - b. Name of parent's student directly related to the bus video footage;
 - c. Bus number;
 - d. Date of video footage;
 - e. Approximate times requested to be viewed or, at a minimum, if footage is from a.m. or p.m. bus route; and
 - f. Reason for parent's request to view bus video footage.
- 5.2 Upon receipt of the written request by the Transportation Department, transportation personnel will determine if the requested video exists.
 - i. If the bus video footage requested exists and contains relevant content, Transportation personnel will forward to School Administrator, along with a copy of the written request. School Administrator/designee will address the request with the parent as appropriate.



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- ii. If the bus video footage requested does not exist or does not contain relevant content, Transportation Manager/designee will advise parent and document that communication and action taken.

- 5.3 Upon receipt of the written request by a School, the School Administrator/Designee will request the bus video footage from the Transportation Manager/designee. Upon receipt of the bus video footage, the School Administrators/designee will review requested bus video footage to determine the following: (a) whether the video footage's content directly relates to the requesting parent's student, and (b) whether the video footage can be viewed based upon applicable privacy laws.

- 5.4 If the requested bus video footage directly relates to a requesting parent's student and may be viewed pursuant to applicable privacy laws, the School Administrator/designee will contact the requesting parent to schedule a time convenient for all to view the requested video footage.
 - 5.4.1 The bus video footage must be viewed by the requesting parent under the supervision of the School Administrator/designee or Transportation Manager/designee.

 - 5.4.2 No bus video footage will be copied and distributed to a requesting parent under this procedure and the associated policy.

- 5.5 If the requested bus video footage does not directly relate to the requesting parent's student and/or may not be viewed pursuant to applicable privacy laws, the School Administrator/designee will contact the requesting parent to advise.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Video Surveillance on School Buses Policy ([TRN-A007](#))
- 6.2 Request to view School Bus Video Surveillance Footage ([TRN-F063](#))
- 6.3 T.C.A. §10-7-504
- 6.4 20 U.S.C. §1232(g)
- 6.5 T.C.A. §49-6-2119

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Video Footage (Student)	Transportation Department	1-15 years, as needed, following the conclusion of any investigation, disciplinary matter, or	Recycle	Secured Building under lock & key



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		claim/litigation arising out of the incident.		
Video Footage (Employee)	Transportation Department	1 year following the conclusion of any investigation, disciplinary matter, or claim/litigation arising out of the incident	Recycle	Secured Building under lock & key

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/5/19		Initial Release

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

*****End of Procedure*****