

**Regulation**

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TRANSPORTATION SAFETY

Discipline Code for Seat Belts

In accordance with law (N.J.S.A. 39:3B-10 and N.J.S.A. 39:3B-11) all students, teachers and aides must wear their seat belts while riding in school vehicles that are so equipped. Drivers are to remind students and other passengers to buckle their seats belts before departing. The driver's responsibility stops there under the law.

Noncompliance will result in a detention. After three detentions, which can be combined with other violations that have resulted in a bus detention, the student will receive a bus suspension. Combined bus suspensions during the course of that school year can lead to a permanent suspension from riding the bus.

Before a bus suspension is instituted a parent/guardian conference shall take place. A list of the students violations shall be presented by the bus driver which, in turn, will turn them over to the vice principal/disciplinarian. The disciplinarian will immediately schedule the conference. The student and parent/guardian shall be presented with a list of violations set put in block form. The suspension time shall be stated to the student and parent/guardian.

On field trip and athletic trips, the driver is not to depart until the teacher and/or aide assures him/her that all students, as well as themselves, are belted in.

Monitoring Devices on School Vehicles

A. Recording and Notice

1. In order to maintain a safe and secure environment for all pupils transported on school vehicles, the transportation supervisor may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times;
2. Monitoring devices may include sound video cameras, audio recording devices and other appropriate devices;
3. Pupils and drivers will not be notified when a recording device is on board and in use on district vehicles;
4. Each School vehicle shall have a sign, prominently displayed stating that: "video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time;"
5. Recordings may be used to monitor the behavior of pupils, teaching and support staff members and the vehicle operator.

B. Pupil Records and Notice

1. School district personnel will comply with provisions of law regarding pupil records requirements including the Family Education and Privacy Act and the Individuals with Disabilities Education Act as applicable in the district's use of video recordings. Video recordings considered for retention as part of the pupil's behavioral records will be maintained in accordance with established pupil records procedures governing access, review and release of pupil records;
2. The school district personnel will include annual notice in parent/pupil handbooks that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

TRANSPORTATION SAFETY (regulation continued)

## C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with establishes board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records;
2. The district will include notice to personnel that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and/or co-curricular activities;
3. Staff will not be notified when a video camera is "on board" and in use on district vehicles.

## D. Storage/Security

1. All recordings will be stored by the transportation supervisor and secured to ensure confidentiality.
2. Recordings will be stored for ten school days after initial recording, whereupon such recordings will be released and erased, unless there is an incident pending resolution.
3. Recordings held for review of pupil or staff incident will be maintained in their original form pending resolution. The recording media will then be either released for erasure or retained as necessary as a part of the pupil's behavior record and/or employee's personnel record in accordance with the establishes district procedures.

## E. Use

1. The decision to activate recording devices on specific vehicles and at specific times shall be made by the transportation supervisor;
2. Monitoring devices will be used on school transportation vehicles transporting pupils to and from curricular or extracurricular activities on a rotational basis at the discretion of the transportation supervisor;
3. A written log will be maintained by the transportation supervisor of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and the signature of the viewer;
4. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures and district personnel records policy, procedures and applicable labor agreement.

## F. Purchase, Maintenance, Replacement of Equipment/Supplies

1. The transportation supervisor will be responsible for the purchase, maintenance and replacement of all monitoring devices and supplies and develop a long range video equipment and supply replacement cycle;
2. Vehicle drivers will be responsible to notify their immediate supervisor if equipment is damaged and for the care of monitoring devices while operating district vehicles.

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