The following are the procedures and protocols regarding the use of the camera systems in transportation vehicles.

1. **Video footage for review and how it will be stored and retained:**

   Transportation coordinator, administrators, director of human resources, superintendent of schools, and law enforcement would all be eligible to review footage after an incident occurs or is reported by parents, students, staff and/or drivers. Security cameras shall not be used to evaluate employees or to initiate disciplinary proceedings. If the County Office, in the course of an investigation into a safety or security concern in keeping with the above stated purpose of the security cameras, observes in the course of reviewing security camera footage, or happens to notice an employee behaving in a manner that poses a safety or security concern, the County Office may use such footage to address the issue with the employee. The County Office shall not use security cameras at any time for the purpose of monitoring an employee’s work or work habits.

   Audio recording shall be used to ensure the safety and security of students, staff and property. Footage will be downloaded and stored on an external hard drive by the transportation coordinator. This hard drive will be stored in the Glenn County Office of Education Orland Administration Office. Regular footage with no reported incidents will be stored for 3 months or 90 days before deletion. If the footage contains a reported incident the footage will be stored for 1 year or until the matter is resolved.

2. **Custodian(s) of the video footage to ensure that confidentiality is preserved:**

   The transportation coordinator is the sole custodian of the video footage on the hard drive. The hard drive will be stored in a locked drawer in the locked office of the transportation coordinator at the Orland Administration Office. The assistant superintendent will also have a key to the drawer and office.

3. **Sharing video footage:**

   If an incident is reported, an allegation is made, or an incident has occurred, the footage would be shared with the relevant parties as determined by the transportation coordinator and the assistant superintendent of student services. This could include the transportation coordinator, administrators, director of human resources, superintendent of schools, and/or law enforcement if necessary. Access would be provided to these individuals dependent on the type of incident and the necessity of that person to be involved. The individual would need to come to the Orland Administration Office in order to view the footage, video footage will not be shared electronically. Video footage would not be made available to parents unless mandated by a higher authority (i.e. law enforcement).

4. **Situations video footage will be shared:**

   Footage will be reviewed if there are any allegations, reported incidents or complaints from staff, parents or students. Transportation coordinator will review each vehicles
footage at least one time every 3 months/90 days to spot check for student related incidents that may have gone unnoticed or unreported. Parents may request footage be reviewed and the transportation coordinator and/or the assistant superintendent of student services will provide a summary of the footage, but the actual footage will not be shown to parents to protect the confidentiality of other students. Footage will be reviewed and shared with the necessary parties if there is a vehicle accident of any kind.

5. Consent:

The Glenn County SELPA Governing committee and CSEA approved policies and procedures will be added to student/parent handbook that is currently distributed annually each summer. If a student adds transportation services mid-year or is riding transportation for a field trip the student/parent handbook will be provided. Parents are required to review the student/parent handbook annually and sign a document stating they agree to abide by the policies and procedures within the handbook, including the camera systems information.

6. Confidentiality:

Confidentiality will be maintained by limiting the personnel who have access to the footage and by prohibiting parents from viewing the footage. If a parent is requesting a review of the footage the names of other students involved in the incident will be withheld. If video footage is being released due to a personnel issue involving the director of human resources the names of students on the vehicle will be withheld.

7. Video footage preservation:

The transportation coordinator will download and store footage on an external hard drive. This hard drive will be stored in the Glenn County Office of Education Orland Administration Office. Regular footage with no reported student related incidents will be stored for 3 months or 90 days before deletion. If the footage contains a reported a student related incident or allegation the footage will be stored for 1 year or until the matter is resolved.

8. Camera system auditing:

The drivers will check the system each day as part of their daily inspection routine and document the functioning of the system before departing with students. The transportation coordinator will spot check the equipment quarterly to ensure the driver’s documentation is accurate. The transportation coordinator will contact the vendor for hardware or software support as needed and agreed to in the contract. The Glenn County Office of Education coordinator of IT services will support the external hard drive stored in the office.

9. Sustainability:
The special needs transportation services are part of the student services department of the Glenn County Office of Education. The governing board for the student services department is the Special Education Local Plan Area or SELPA governance board which is comprised of all the school districts with in the SELPA service area. This governing board voted to support the use of cameras on the October 2019 governance board meeting. Any upgrades, updates, and repairs would be paid for through the Student Services budget.

10. **Plan to train staff about the camera system:**

Drivers will receive annual training through required in-service hours annually about how to ensure the cameras are working in order to complete their daily inspection. The transportation coordinator and the assistant superintendent of student services will be trained by the vendor of how to use, maintain, and update the equipment as well as who to contact with software or hardware issues.