



Section Use of Video and Audio Equipment on Buses	Page 1 of 2
	Date: March 20, 2024

<p>Statement</p>	<p>WESTS authorizes the use of video, with audio, surveillance equipment on school buses.</p> <p>The collection of personal information is authorized by the Education Act 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.</p>
<p>Requirements</p>	<ol style="list-style-type: none"> 1. All video recordings are the exclusive property of the Consortium and the member School Boards only and all recorded images shall be collected, used, disclosed, retained, secured and disposed of in accordance with MFIPPA. 2. All video recordings are 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. Operators are required to access the member School Board policies from the board websites. 3. Only those recordings that are accessed to assist in an investigation of an incident, student behaviour, assessment of a stop location or other investigation will be saved to a file. All files that are saved for the purpose of an investigation of a student incident will be forwarded to the applicable school principal. The principal will be responsible for the storing and retention of such files. 4. Clearly written signs displayed on the bus shall provide adequate warning that video surveillance is in effect. 5. Operators will not retain or store any video records involving students. All records that are required as



Section Use of Video and Audio Equipment on Buses	Page 2 of 2
	Date: March 20, 2024

	per 3 above will be deleted once they have been forwarded to the school.
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