



How To Request Bus Video Online

Winchester Public Schools
Transportation Department



Q: Where do I find the link?

The path to find the Bus Video Request is:
Winchester Public Schools website > Departments > Transportation > Quick Links (lower right)

Or you can bookmark this link:
<https://www.wps.k12.va.us/domain/1110>



Q: Why are we submitting requests online now?

Usually, bus video requests are needed to monitor / validate student behavioral incidents, safety incidents, theft, attendance and even traffic incidents. The Transportation office receives several requests each day, some of which may arrive several days after the incident occurred.

We understand the importance of capturing and reviewing video in a timely manner.

In an effort to increase response time so timely action can be administered, (and while everything is fresh in your mind), we are providing a more practical and convenient online submission process.

Simply click a link, complete the form and press the submit button to automatically notify our office. We will send you a receipt with the completed form for your records. We will get to work on your request!



Q: Which information do I need to enter the request?

Gather the following information prior to submitting your request:

- Your name and email address
- School Name
- Bus Number
- Date / Time of Incident
- Student name or ID number
- Where on the bus did the incident occur?
- Description of the issue that occurred



FAQ's

Q: Do I still need to email or fax the Transportation Office?

A: Taking the extra step of emailing or faxing our office is not a requirement any longer. Feel confident in knowing that when you submit, we have received your request. If it's an urgent request, simply check "Yes" in the Urgent Request box.

Q: Why do I need to provide the location of the incident on the bus?

A: There are typically 4-5 cameras per bus. Reviewing all of the cameras at the same time hoping to find the correct footage has challenges, and could result with important details being overlooked. Providing the approximate location of where on the bus the incident occurred helps us to focus our attention on the correct camera footage.

Q: Why do I need to provide the student's identification information?

A: We receive many requests without any student information at all. In order to correctly identify the student subjects and eliminate identity assumptions, reviewing their PowerSchool photo helps us tremendously.



Thank You!

Winchester Public Schools
Transportation Department
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