



BACKGROUND

In the 2023 Florida Legislative session, the legislature passed House Bill 0657 and Senate Bill 0766 which created and amended multiple Florida Statutes (please see list at the end of this document). These statute additions and amendments authorize local jurisdictions to implement and operate school zone speed detection systems and school bus passing infraction detection systems (camera systems). The intent of this document is to provide specific guidance on the form and manner reports required by the relevant statutes must be compiled and submitted to the department.

REPORT REQUIREMENTS

There are two required quarterly or monthly reports for any jurisdiction that operates either or both camera systems.

The first required report is an event report that records specific details of the violation. The event report will capture elements such as the date and time of the violation, the location the violation occurred and the type of violation (school bus or school zone).

The second required quarterly report is a summary report that aggregates the events by their disposition. This report will provide a snapshot of the status of Notices of Violation. Upon submission of subsequent reports, the disposition status of previous reports must be updated.

A third annual supplemental report is required on or before October of each year. This report is based on the statutory reporting requirement of the school district to its governing body (county/municipality). A copy of the report to the governing body may be substituted for this requirement and emailed to the department via one of the contacts below.

School districts must maintain information on the camera systems assigned to a specific bus, it's assigned routes and schools served. The district must maintain information on the number of school buses that have a school bus infraction detection system installed, including the date of installation and, if applicable, the date the systems were removed. School zone locational information is to be tracked regarding geolocation of the cameras and the schools that are served. This data must be provided to the department upon request.

FILE SPECIFICATIONS

Each report file must be formatted as a Pipe Delimited (|)Text file structure including the column headers.

Each report type must be titled using the following naming convention:

- The Event report naming convention begins with the report type _ Vendor or a unique jurisdiction name.
 - Event_Name_MM-DD-YYYY.txt
 - Name can be the 'VENDOR' name if submitting multiple jurisdictions or the district within the file for the reporting period.
 - Or Name of the Jurisdiction or District if submitting separate files for each.
 - The MM-DD-YYYY represents the end date of the reporting period.
- The Summary report naming convention begins with the report type _ unique jurisdiction or district name.
 - Summary_Name_MM-DD-YYYY.txt
 - Name can be the 'VENDOR' name if submitting multiple jurisdictions or the district within the file for the reporting period.
 - Or Name of the Jurisdiction or District if submitting separate files for each.
 - The MM-DD-YYYY represents the end date of the reporting period.
- The Annual Location report naming convention begins with report type _ unique jurisdiction or district name.
 - Location_Name_MM-DD-YYYY.txt
 - Name can be the 'VENDOR' name if submitting multiple jurisdictions or the district within the file for the reporting period.
 - Or Name of the Jurisdiction or District if submitting separate files for each.
 - The MM-DD-YYYY represents the end date of the reporting period.
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The Event and the Summary report may contain records for multiple districts or jurisdictions within the file. Or a separate file for each district may be submitted with the District or Jurisdiction name substituted for the Vendor name.

Examples of the Event Report, Summary Report and Location Report are shown on the following three pages.

SCHOOL ZONE SPEEDING AND SCHOOL BUS PASSING
CAMERA SYSTEM REPORTING REQUIREMENTS



REPORT 1. EVENT REPORTING

Examples of this report are provided on page 7 of this document.

ID	Field name	Data type	Max Field size	Comments
1	NOV_Unique_ID	STR	40	Unique identifier for NOV. Non-repeating string
2	Violation_date_time	DATE/TIME		Date and time the violation occurred, MM/DD/YYYY HH:MM:SS
3	NOV_Issue_Date_Time	DATE/TIME		Date and time the NOV was issued by law enforcement, MM/DD/YYYY HH:MM:SS
4	Camera_Type	INT	2	Value that identifies the type of camera system that captured the NOV. 01 = School Bus, 02 = School Zone
5	Camera_system_unique_ID	STR	50	Unique value for the camera system that captured the violation. This must be a value unique to the camera system. There may be more than one camera in a camera system. For example, each school bus will have at least two cameras in the system. A school zone may have multiple cameras on the roadways surrounding the school.
6	Camera_configuration	INT	2	Value that identifies if the camera system is fixed or portable. 01 = Fixed, 02 = Portable. Camera systems are considered fixed if they are bolted to a structure or fixed in the ground. Portable camera systems are those on trailers or other systems that can be moved from one location to the next. School bus camera systems are considered fixed as they are installed as part of the bus.
7	Jurisdiction (District)	STR	56	Unique name for jurisdiction or district operating camera system (School district name, Sheriff Office, LEA, etc.)
8	Jurisdiction_County	STR	56	Full name of the county where camera system is located
9	NOV_Lat	GEO	9	Latitude where NOV was captured
10	NOV_Long	GEO	10	Longitude where NOV was captured
11	Vendor_name	STR	56	Name of vendor for camera system

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REPORT 2. DISPOSITION SUMMARY REPORT

Examples of this report are provided on page 7 of this document.

ID	Field name	Data type	Max Field size	Comments
1	Jurisdiction (District)	STR	56	Name of jurisdiction or School District
2	County	STR	56	County where camera system is located
3	Report_period	DATE		MM/DD/YYYY - Ending report period for quarter.
4	Camera_Type	INT	2	Value that identifies the type of camera system that captured the NOV. 01 = School Bus, 02 = School Zone
5	NOVs_issued	INT		Total number of NOVs captured by camera systems
6	NOVs_paid	INT		Total number of NOVs paid. This is one of the final dispositions for an NOV
7	NOVs_pending	INT		Total number of NOVs in a pending status. A pending status means that the NOV has been issued and hasn't reached the 30-day mark for response by the registered owner.
8	NOVs_contested	INT		Total number of NOVs contested. This number represents the number of NOVs contested via an affidavit, hearing, or other process outlined in statute. An NOV will stay in this state until it is upheld or dismissed.
9	NOVs_contested_upheld	INT		NOVs that were contested and upheld. This represents the number of NOVs that were contested but later upheld. An NOV will stay in this phase until it is either paid or unpaid and a subsequent UTC is issued by the clerk of court.
10	NOVs_dismissed	INT		NOVs that were dismissed. This represents the total number of NOVs that were dismissed after review or being contested. This is one of the final dispositions for a NOV.
11	NOVs_issued_as_UTC	INT		NOVs that were issued as a UTC. This represents the number of NOVs that were not contested, contested, and upheld or went unpaid that subsequently were issued as a Uniform Traffic Citation by the clerk of the court.
12	Snapshot_date	Date		Snapshot date of report as MM/DD/YYYY

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REPORT 3. School Zone Location Report

<i>ID</i>	Field name	Data type	Max Field size	Comments
1	School name,	STR	56	Name of the school
2	School level,	STR	56	Exp. High, Middle, Elementary
3	Camera_system_unique_ID	STR	50	Unique value for the camera that captured the violation. This must be a value unique to the camera system.
4	Directional approach of the speed detection camera	STR	2	Exp. N, NE, E, SE, S, SW, W, NW
5	Times the speed detection system was active,	STR	56	This is a text field representing a time range: Exp. 7:30am – 9:am; 2:00pm – 3:30pm
6	Restricted school zone speed limit enforced pursuant to s. 316.1895(5) ,	STR	2	Exp. 20
7	Posted speed limit enforced at times other than those authorized by s. 316.1895(5) ,	STR	2	Exp. 35
8	Date the systems were activated	Date	56	Date cameras activated as MM/DD/YYYY
9	Date system Deactivated.	Date		Date cameras deactivated as MM/DD/YYYY
10	LAT	GEO	9	Latitude where the speed infraction system is located
11	LONG	GEO	10	Longitude where the speed infraction system is located

SUBMITTING REPORT INFORMATION

For jurisdictions operating camera systems, data must be provided at a minimum each quarter. The data is due on the 15th of the month following the end of the quarter. For example, the report for Quarter 1 2024 (July through September) is due October 15th 2024.

To submit the required data, you must first contact the department. Please email the department at SchoolBus_Zone@flhsmv.gov for details on transmitting your data.

School Bus/School Zone Violations FTP Reporting Procedures

The department has configured a File Transfer Service to accept the required reports. The reports are to be transmitted at a minimum on a quarterly basis. Reports may be sent monthly and will be stored for a minimum of 24 months after processing. Additional folders are available for reference and archive and will be used in future versions of the service.

FTP User Accounts

- a) Contact FLHSMV at SchoolBus_Zone@flhsmv.gov to have a Secure File Transfer (SFTP) User account assigned and created.
 - i) If the vendor is transmitting the report, include the Vendor Name, contact information, email address and telephone number in the request.
- b) If a district or local law enforcement jurisdiction is requesting an account to submit
 - i) Include the jurisdiction or school district name, user contact information, email address and telephone number in the request.
- c) FLHSMV will create FTP User accounts for the school districts representative or their designated vendor partner and make contact to provide the credentials.

Sending Files

- a) The .txt files must be transmitted to the FLHSMV SFTP server.
- b) Use an SFTP service tool and connect to the host name at:
 - o FTPCEREX.flhsmv.gov.
 - o Use Port 22
- c) Input the User account assigned credentials to log into the service on Port 22.
- d) Navigate to the LOAD folder. (This may already be set as the default folder)
- e) Copy the files to the folder.

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EVENT REPORT SAMPLE

NOV_Unique_ID	Violation_date_time	NOV_Issue_Date_Time	Camera_Type	Camera_system_unique_ID	Camera_configuration	Jurisdiction	Jurisdiction_County	NOV_Lat	NOV_Long	Vendor_name
A23123456789	9/1/2023 8:30	9/5/2023 2:06:00	2	A02987654321	01	Leon County School Board	Leon	30.45302	-84.26817	American Traffic Solutions
A23123456788	9/1/2023 8:35	9/5/2023 2:15:00	2	A02987654321	01	Leon County School Board	Leon	30.45302	-84.26817	American Traffic Solutions
A23123456787	9/2/2023 8:25	9/5/2023 2:30:00	1	A01987654321	01	Leon County School Board	Leon	30.45638	-84.25756	Redflex

DISPOSITION SUMMARY REPORT SAMPLE

Jurisdiction	County	Report period	Camera Type	NOVs issued	NOVs pending	NOVs paid	NOVs contested	NOVs contested & upheld	NOVs dismissed	NOVs issued as UTC	Snapshot date
Leon County School Board	Leon	9/1/2023	2	5	2	1	0	0	1	1	10/1/2023
Leon County School Board	Leon	9/1/2023	1	3	1	1	0	0	1	0	10/1/2023

Color legend for cells above
Green = Static
Orange = Changes with time

ANNUAL LOCATION REPORT SAMPLE

Jurisdiction	School Name	School Level	Directional Approach	Time Active	Zone Speed Limit	Regular Speed Limit	Date Activated	Date Deactivated	Lat	Long
Leon County School Board	Bucklake	Elementary	Exp. N, NE, E, SE, S, SW, W, NW	7:30am -9:30am; 2:00pm – 3:30pm	20	35	8/19/2024		30.45638	-84.25756



LIST OF STATUTES CREATED OR AMENDED

House Bill 657-Enforcement of School Zone Speed Limits

New Statutes Created:

- 316.1894 - School Crossing Guard Recruitment and Retention Program
- 316.1896 - Roadways maintained as school zones; speed detection system enforcement; penalties; appeal procedure; privacy; reports.

Existing Statutes Amended:

- 316.003
- 316.008
- 316.0776
- 316.1906
- 316.306
- 316.64
- 316.65
- 318.14
- 318.18
- 318.21
- 322.27
- 655.96

Senate Bill 766-Enforcement of School Bus Passing Infractions

New Statutes Created:

- 316.173 - School Bus Infraction Detection Systems

Existing Statutes Amended:

- 316.003
- 316.306
- 318.14
- 318.18
- 322.27
- 655.96
- 1006.21

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CONTACT INFORMATION:

Please email the following people for any questions you may have about the process or to establish your report submissions.

Scott Lindsay, ScottLindsay@flhsmv.gov

Rhonda MacKinnon, RhondaMacKinnon@flhsmv.gov

Larry Gowen, LarryGowen@flhsmv.gov