



MEMO

SUBJECT: Automated School Bus Enforcement (ASBE) Program Guidelines

TO: School Entities or System Administrators acting on their behalf

FROM: Pennsylvania Department of Transportation

The Automated School Bus Enforcement Program (ASBE Program) is a highway safety initiative designed to enforce stop signal arm violations on school buses using automated systems. Thank you for participating in the ASBE Program. These guidelines and other program information are available on the [PennDOT School Bus Safety web page](#).

[Act 19 of 2023](#) introduced program changes. PennDOT encourages School Entities and Administrators to review the applicable laws, regulations, and guidelines to ensure program compliance, including:

- [75 PA C.S. Vehicle Code §§ 3345-3345.1](#)
- [67 PA Code §171b School Bus Side Stop Signal Arm Enforcement Systems; Temporary Regulations](#)
- [PennDOT School Bus Safety web page](#)

ASBE Program violations incur a \$300 civil penalty under 75 PA C.S. §3345.1. If a driver or registered vehicle owner is criminally convicted for the same violation under 75 PA C.S. §3345, with a \$250 criminal penalty and \$35 surcharge, they are not required to pay the \$300 civil penalty.

PennDOT's responsibilities include:

1. Coordinating regulations
2. Certifying enforcement systems
3. Administering informal hearings
4. Conducting audits when warranted
5. Publishing annual legislative reports
6. Managing the School Bus Safety Grant Program funded by violation fees

School Entity responsibilities include:

1. Contracting and/or coordinating with the System Administrator, if applicable
2. Ensuring an intergovernmental agreement exists with the primary police department for the jurisdiction
3. Ensuring the ASBE system is PennDOT certified
4. Installing, operating and maintaining the ASBE system and records
5. Sending the Notice of Violation to the vehicle owner
6. Corresponding with the vehicle owner
7. Scheduling hearings with the PennDOT Hearing Officer
8. Transmitting the fine surcharge and hearing reimbursement to PennDOT
9. Publishing an annual report before July 1
10. Providing a website with ASBE program guidance and information
11. Destroying archived images

Section 1: Record Retention

PennDOT retains and disposes of its ASBE Program records per Commonwealth law, regulation, and policies. Related information may be found on the [PA State Records Management web page](#).

Camera images must be destroyed within one year of the final disposition of the recorded event per 75 PA C.S. §3345.1(e)(3), which states:

“Images obtained through the use of a side stop signal arm enforcement system shall be destroyed within one year of final disposition of the recorded event. A system administrator under an agreement with a school entity shall notify the school entity by written notice in accordance with this section that the records have been destroyed.”

PennDOT purges records monthly, except for:

- The Final Determination Letter (without images)
- ASBE Program management statistics
- Matters where a court order prevents purging the records

School Entities and Administrators must develop their own strategies to retain and purge archived camera images and related case documents.

Section 2: System Certification

To certify a side stop signal arm enforcement system, applicants must submit a New User Request Form through the [PennDOT eCAMMS system](#). [This instructional video](#)

will guide you through the steps. Applicants must demonstrate compliance with 67 PA Code §171b requirements and provide detailed information, including specifications, quality control plans, installation guidelines, and maintenance plans. PennDOT will promptly review the submitted materials and either issue written approval with certification or provide comments to assist with resubmission. Detailed instructions follow.

- Select “School Bus Side Stop Signal Arm Enforcement System” as a manufacturing facility type in eCAMMS to ensure the appropriate and timely review of your product.
- Submit a request for certification to PennDOT on its letterhead confirming the make and model of the system and how the system meets the minimum requirements 67 PA Code §171b.3(a) School Bus Side Stop Signal Arm Enforcement Systems – Temporary Regulations listed below:
 - 1) Be installed on the school bus and include hardware, with at least one camera and one computer capable of producing accurate recorded images.
 - 2) While flashing red lights are activated on a school bus, be capable of capturing recorded images of any motor vehicle operated in violation of 75 Pa.C.S. § 3345.1(a) (relating to automated enforcement of failure to stop for school bus with flashing red lights), with at least one recorded image depicting the license plate number and state of issuance of the motor vehicle.
 - 3) Automatically activate when the school bus driver or operator engages the red signal lights and side stop signal arm for a school bus stop.
 - 4) Produce a recorded image displaying or be capable of confirming, the date, time and place of an alleged violation of 75 Pa.C.S. § 3345.1(a).
 - 5) Include the capability to prohibit automated or user-controlled remote surveillance by means of recorded video.
 - 6) Include vandal-resistant housing covers for exterior cameras.
 - 7) Include hardware storage or cloud-based storage capable of storing recorded images and be capable, internally or in conjunction with removable media, of retaining recorded images of an alleged violation of 75 Pa.C.S. § 3345.1(a).
 - 8) Be capable of producing all recorded images to the school entity, a system administrator acting on the school entity's behalf or a contracted company that provides pupil transportation no later than 24 hours after an alleged violation of 75 Pa.C.S. § 3345.1(a).
- Attach the following information certification in eCAMMS:
 - 1) Certification Request Letter: Provide the letter as described above
 - 2) Product Specification – Provide a detailed product specification of the capabilities of your School Bus Side Stop Signal Arm Enforcement System
 - 3) Technical Data Sheet – Provide a technical data sheet which provides the systems capabilities along with how the system works
 - 4) Quality Control (QC) Plan – Provide a detailed quality control plan to provide accuracy and testing requirements of the product. Additionally, all backend

- post processing of the data before the school entity receives the information should be documented within the QC Plan. Please include how the retention process and destroying of images as identified within the legislation is accomplished. Lastly, the manufacturer will explain how it secures all data associated with the school bus side signal arm enforcement system.
- 5) Use Guidelines – Provide detailed guidelines of the use of the system and recommendations to the school entity to ensure the most efficient, accurate, and transparent way to run the system.
 - 6) Independent Testing Data – Provide any independent 3rd party testing of the equipment or other state DOT testing requirements for review.
 - 7) Installation Directions and Guidelines – Provide clear manufacturer installation and installation requirements and guidelines of the system.
 - 8) Maintenance/Repair Direction and Guidelines – Provide clear manufacturer maintenance and repair directions and guidelines of the system.
 - 9) Parts List – Provide a listing of all the associated parts to the manufactured system.
 - 10) Performance Data and Reports – Provide any additional data or reports of the use in other transportation jurisdictions.
 - 11) Product Approvals by other State DOTs and/or FHWA – Provide a listing and differentiate whether you have a statewide approval, or the product is being utilized by another state DOT or local agencies.
 - 12) Other
 - 1) Provide any product testing certifications, if applicable.
 - 2) If software is part of the solution, please provide details regarding the software, how the school entity will access and retrieve the software,
 - 3) Provide any sample agreements you may have with school entities.
 - 4) Provide details regarding how the manufacturer or vendor will document where they have deployed to school entities and the overall number deployed.

Section 3: Hearing Administration

PennDOT conducts hearings virtually on the Microsoft Teams platform, where the Hearing Officer evaluates the evidence, hears the vehicle owner's defenses, and determines liability.

- Vehicle owners must present their evidence during the hearing.
- School Entities and Administrators provide evidence through an electronic system that allows the Hearing Officer to access violations and supporting data.
- The Hearing Officer issues a written determination within 45 days of the hearing date, which PennDOT emails to the School Entity or Administrator using the RA-PDBUS@pa.gov account. The School Entity must forward this determination to the vehicle owner and handle any follow-up actions.

3.1 Requesting a Hearing

To request a hearing, follow these procedures:

1. See Section 4 for Notice of Violation (NOV) Requirements.
2. Confirm receipt of the hearing request in writing. School Entities and Administrators must not deny valid hearing requests.
3. Notify PennDOT of the hearing request by emailing it to RA-PDBUS@pa.gov. Include the evidence or a link to an electronic management system. Correspondence must include:
 - The official name of the School Entity and Administrator.
 - The PA Department of Education Administrative Unit Number (AUN) of the School Entity.
 - The violation number assigned by the School Entity or Administrator.
 - An indication if a *Determination Without Attendance* is being requested.
4. Schedule hearings within the time blocks provided by PennDOT. Coordinate with the vehicle owner to accommodate accessibility requests, such as ADA-related or translation services, and notify PennDOT of requested accommodations.
5. Provide login instructions to all parties attending the virtual hearing.
6. Provide instructions for submitting evidence. The School Entity or Administrator must instruct the vehicle owner to submit evidence, which they will forward to PennDOT for review via RA-PDBUS@pa.gov. The following text is an example:

*You may challenge a Notice of Violation (NOV) by presenting evidence that supports your case and corresponds to the defenses outlined in 75 PA C.S. §§ 3345-3345.1. The Hearing Officer will determine whether your evidence is relevant to an allowable defense. When you submit evidence before the hearing, it allows the Hearing Officer to review and evaluate its relevance in advance. Send your evidence to **<designated email address provided by the School Entity or Administrator>**. Follow these guidelines when submitting evidence:*

- *In the email subject line, include: "School Bus Safety Enforcement – School District – Violation Number"*
- *In the email body, include your name, the date, time, and location of the violation, and the applicable defense from the statute.*

Attach the relevant evidence to your email.

3.2 Hearing Requirements

The Hearing Officer conducts the interactive hearing. The School District and Administrator are not required to attend.

The Hearing Officer reviews electronic evidence submitted by the School District to ensure the NOV and supporting evidence meet the legal requirements. The Hearing Officer will issue a "not liable" determination if the evidence fails to meet these requirements. The following elements for each violation must be available to the Hearing Officer via an electronic management system or emailed to RA-PDBUS@pa.gov:

1. NOV and mailing receipt.
2. Hearing request.
3. Hearing notice sent to the vehicle owner.
4. Images captured by the system, including the date, timestamp, location, license plate tag, and activation of the side stop signal arm. Per 75 PA C.S. § 3345.1, these images must not identify the driver, passengers, or the vehicle's interior contents.
5. Documentation required by 75 PA C.S. § 3345.1(d):
 - Written certification from the primary police department, including the officer's name, title, and identification number.
 - Written documentation from the School Entity or Administrator verifying the system's functionality at the time of the violation (System Validation).
6. The PennDOT System Certification Letter, as required by 67 PA Code §171b.
7. Written reports submitted by the vehicle owner, if available.
8. Correspondence between the vehicle owner and the School Entity or Administrator.
9. Agreements between the School Entity and Administrator, and between the School Entity and the primary police department.

3.3 Fiscal Requirements

Section 3345.1 outlines requirements for the collection and distribution of funds. Payments related to the \$300 civil penalties under 75 PA C.S. § 3345.1 are distributed as follows:

\$250 the School Entity. Funds support the installation, administration, or maintenance of side stop signal arm enforcement systems on school buses, including through a system administrator under an agreement with the School Entity.

\$25 to the Police. Funds are allocated to the primary police department that reviewed the submitted evidence, per an agreement between the School Entity and that police department.

\$25 to PennDOT. Funds are deposited into the School Bus Safety Grant Program Account that PennDOT manages.

School Entities and Administrators may batch and transmit payments via check weekly or monthly, along with the records correlating to individual violations. Checks must be made payable to the “**Commonwealth of PA,**” and mailed to:

PennDOT Bureau of Operations
School Bus Safety Grant Program
400 North Street – 6th Floor
Harrisburg, PA 17120

If School Entities and Administrators have questions about the payment process, they may email the PennDOT Fiscal Unit at RA-PDHWYADMINFISCAL@pa.gov. Note: This email address is solely for fiscal purposes. For contact information related to other program elements, see the corresponding parts of these guidelines.

3.4 Hearing Officer Reimbursement

School Entities and Administrators must reimburse PennDOT for the actual hearing costs. PennDOT will send an invoice to the School Entity or Administrator within 90 days of the disposition, along with payment instructions and a list of the corresponding hearings.

PennDOT will, where practical, batch invoices by calendar-month period. Each invoice, separated in sections by School Entity, will list individual cases with dispositions during the invoice period. PennDOT will evaluate the cost per hearing from time to time to realign the invoice rate with current administrative expenses.

Section 4: Notice of Violation Requirements


The following guidance is provided to aid School Entities and Administrators when developing their NOV's.

Shown below a Figure 1 is an example NOV with the following inclusions:

1. School entity and primary police department
2. Citation of 75 Pa.C.S.§3345.1. Cite 75 Pa.C.S.§3345.1 (i.2)(2)(v) to explain the violation, along with a statement that the violation:
 - a. Is not a criminal conviction

- b. Will not be made part of the operating record of the individual upon whom the violation of this section is being imposed
 - c. Will not be used to determine a merit rating for insurance purposes
 - d. Does not authorize the imposition of surcharge points in motor vehicle insurance coverage
3. Registered vehicle owner's name, address, and unique violation number
4. Additional data: Amount due, NOV mailing date, payment due date, vehicle license plate state and number, vehicle description (make/year), and the violation date, time, and location
5. Information about the police certification and system validation
6. Information and directions on options: The vehicle owner can either pay the violation (can include options for electronic or hardcopy payments) or contest liability via a hearing request
7. Photos from the image capture of the violation:
 - a. At minimum:
 - i. The vehicle
 - ii. The registration number and state of issuance, such as the plate
 - b. Additional photos:
 - i. Activation of the arm
 - ii. Vehicle visibly committing the infraction
 - iii. Progression of the vehicle within the sequence
 - c. Additional photos may be provided
8. Customer Service support phone number
9. Information for vehicle owners to access online records


NOTICE OF VIOLATION



Springfield School District
1039 Hilltop Road
Springfield, PA 15002

**Commonwealth of Pennsylvania
Automated School Bus
Enforcement Program**

To review videos and pay online, go to {Web Link} or scan the QR code.



AUN: 101263939

| | |
|------------------------------------|---|
| NOTICE DATE: 03-19-2026 | AMOUNT DUE: \$300 |
| VIOLATION DATE AND TIME | 03-09-2026 08:14 AM ET |
| VIOLATION LOCATION | 1400 Block of Main Street, Springfield PA |
| REGISTERED OWNER NAME | Jonathan Smith |
| REGISTERED OWNER ADDRESS | 414 Maple Street, Springfield, PA 15002 |
| VEHICLE STATE & LICENSE | PA XX-XXXX |
| VEHICLE DESCRIPTION | 2024 Chevrolet |

| FINE AMOUNT | STATUTE & DESCRIPTION |
|--------------------|--|
| \$300 | Pennsylvania Statute, Title 75 Pa. C.S. §3345, Meeting or overtaking a school bus |
| DUE BY: 04-18-2026 | Pennsylvania Statute, Title 75 Pa. C.S. §3345.1, Automated enforcement of failure to stop for school bus with flashing red lights. |

| CERTIFICATION |
|--|
| Based on the review and inspection of the evidence, including recorded images, the police department swears or affirms that there is sufficient evidence that a violation of Pennsylvania Statute, Title 75 Pa. C.S. §§3345 and 3345.1 did occur. |
| Springfield Police Department, 320 Franklin Street, Springfield, PA 15002 |
| This certificate shall be prima facie evidence of a violation. The System Administrator certifies that the Side Stop Signal Arm Enforcement System was operating correctly at the time of the violation pursuant to Title 67 Pa. Code Ch. §171b.4.c. |

----- Detach and Return -----

USE THIS FORM TO PAY BY MAIL

1. To pay by mail, detach and return this form with your payment.
2. **Make check or money order payable to:** {Account}. DO NOT SEND CASH
3. Write the Notice number and license plate number on the front of your payment to ensure proper credit.
4. **Mail to:** {Address}

| | |
|-------------|---------------|
| NOTICE NO. | SPR-260309421 |
| AMOUNT DUE: | \$300.00 |
| DUE DATE: | 04-18-2026 |

Registered Vehicle Owner:

Jonathan Smith
414 Maple Street, Springfield, PA 15002

{Photo 1}

{Photo 2}

{Photo 3}

Figure 1 – Example Notice of Violation, Page 1 of 2

**COMMONWEALTH OF PENNSYLVANIA
AUTOMATED SCHOOL BUS ENFORCEMENT PROGRAM**

An **Automated School Bus Enforcement Program** has been implemented in an effort to reduce the number of motor vehicles unlawfully passing stopped school buses. The motor vehicle identified in this Notice was recorded unlawfully passing a school bus by a side stop signal arm enforcement system, in violation of Pennsylvania Statute, Title 75 Pa. C.S. §§3345 and 3345.1.

For additional information or support, contact {Phone Number} Monday-Friday, between 8:00 AM and 5:00 PM ET.

PAYMENT OF THE FINE

A civil fine of \$300 must be paid unless you elect to contest your liability within 30 days of the Notice Date. Failure to remit payment or request a hearing in a timely manner constitutes an admission of liability, waives the right to appeal, and may result in the amount owed being forwarded to a collections agency. **Submission of payment constitutes an admission of liability and waives the right to appeal.**

PAYMENT INSTRUCTIONS
Payment must be submitted within 90 days of the Notice Date using one of the methods printed below. Failure to pay in a timely manner will result in overdue notices and the amount owed may be forwarded to a collections agency.

Pay online: Scan the QR code or visit {Web Page} and enter your Notice number and license plate number. Please note that credit and debit card transactions are subject to a convenience fee.

Pay by phone: Call {Phone Number} Monday-Friday, between 8:00 AM and 5:00 PM ET, and follow the automated prompts. Have your Notice number and credit or debit card available. Please note that credit and debit card transactions are subject to a convenience fee.

Pay by mail: Submit a check or money order, payable to {Account}, along with the detachable portion of this form. Write the Notice number and license plate number on the front of your payment to ensure proper credit. Mail to: {Address}. **DO NOT SEND CASH.**

PENALTY OF THE VIOLATION

The penalty for the violation shall be a civil fine of \$300. The violation shall not be deemed a criminal conviction; will not be made part of the operating record of the individual upon whom the penalty is imposed; will not be used to determine the merit rating for insurance purposes; does not authorize the imposition of surcharge points in the provision of motor vehicle insurance coverage.

CONTESTING LIABILITY

You have the right to request a hearing to contest liability for this violation. To do so, mail or email the detachable form below by following the instructions printed on the form.

Determination Without Attendance: You may elect to have a *Determination Without Attendance*. A hearing officer will review the evidence and any information you have submitted and make a determination of liability without requiring your attendance at a virtual hearing. See allowable defenses per Pennsylvania Statutes, Title 75, § 3345.1 below.

a) The owner of the motor vehicle named in the Notice of Violation was not driving the motor vehicle at the time of the violation. The owner may be required to submit evidence that the owner was not the driver at the time of the alleged violation. The owner may not be required to disclose the identity of the driver of the motor vehicle at the time of the violation; b) the motor vehicle in the Notice of Violation has been reported to any police department as stolen prior to the time the violation occurred and had not been recovered prior to that time; c) the person receiving the Notice of Violation was not the owner of the motor vehicle at the time of the offense; d) the side stop signal arm enforcement system being used under this section was not in compliance with the department's regulations with respect to testing for accuracy, certification or calibration.

----- Detach and Return -----

USE THIS FORM TO CONTEST LIABILITY

| | |
|---|--|
| <ol style="list-style-type: none">To contest liability, complete, sign, detach, and return this form within 30 days of the Notice Date. Do not send payment with your request to contest liability.You will receive instructions by mail regarding how to submit evidence in advance of your hearing.If you elect to appear at a virtual hearing, you will receive notification by mail regarding the date and time of the hearing.Return this form by mail or email.<ol style="list-style-type: none">By mail: Mail to {Address}By email: Scan both sides of this detachable portion and email to {email address}. | <p>I hereby acknowledge receipt and service of this Notice of Violation citation_number and request a hearing to contest liability assigned to me by this Notice. Sign using blue or black ink.</p> <p>_____ PRINT FULL NAME</p> <p>_____ EMAIL ADDRESS</p> <p>_____ SIGNATURE</p> <p>_____ DATE</p> <p><input type="checkbox"/> Check this box if you elect to have a Determination Without Attendance as described above. If left unchecked, you will be required to attend a virtual hearing.</p> |
|---|--|

Figure 1 (Continued) – Example Notice of Violation, Page 2 of 2

Section 4: Program Audits

PennDOT may audit the School Entities and Administrators to ensure legal compliance. PennDOT will prepare an audit summary for the School Entity to post on its website.

Section 5: Annual Reports

School Entities must complete annual reports for PennDOT and the Pennsylvania State Police (PSP). PennDOT and the PSP then complete annual summary reports that combine the data from the School Entity reports.

5.1 Annual School Entity Reports

School Entities and Administrators must submit a report for each school program to PennDOT and the PSP by July 1 each year. The report must include data for the preceding calendar year. They must submit the reports via email to RA-PDBUS@pa.gov. The annual school report must include the following:

- Number of school buses equipped with a side stop signal arm enforcement system
- Number of notices of violation issued
- Fine Data
 - Fines Imposed
 - Fines Paid
- Distribution of Funds collected
 - Primary Police (\$25 per violation).
 - School Bus Grant Program (\$25 per violation)
 - Amount of total funds received by the School Entity
 - Amount of total funds received by the Administrator
- Appeals Statistics
 - Total Number of Appeals
 - Appeals Upheld (Found Not Liable)
 - Appeals Rejected (Found Liable)

5.2 Annual PennDOT/PSP Report

PennDOT and the PSP compile the information from the School Entity reports into a statewide program report. This report includes additional funding sources and grants awarded. The agencies submit the report to the chairperson and minority chairperson of the PA Senate and House Transportation Committees no later than December 31 each year. The School Entities must post the report on their websites.

Section 6: School Bus Safety Grant Program

The School Bus Safety Grant Program Account is a restricted account in the Commonwealth General Fund, appropriated to PennDOT. PennDOT deposits the surcharge per 75 PA C.S. § 3345(j), the portion of the fine per 75 PA C.S. §3345.1(c)(1)(iii), and any other revenue per 75 PA C.S. §§3345-33445.1, into the account for the grant program.

When account funding is sufficient, PennDOT will publish a uniform application process in the PA Bulletin. Grants, capped at \$100,000, are awarded competitively for the following purposes:

1. Promoting and increasing school bus safety, education, and training
2. Reimbursing or covering, in whole or in part, education, training, and other costs associated with obtaining a commercial learner's permit, commercial driver's license, or school bus endorsement for individuals intending to drive school buses

The following entities are eligible to apply for grants:

1. Independent school bus contractors
2. School entities
3. Municipalities

PennDOT may pay any actual program administrative costs using fines deposited into to the account. PennDOT posts information related to the grant program on the [PennDOT School Bus Safety web page](#).

Written inquiries about the grant program may be sent to:

PennDOT Bureau of Operations
School Bus Side Stop Signal Arm Enforcement System Grant Program
400 North Street – 6th Floor
Harrisburg, PA 17120

Compendium of Revisions

| <u>Date:</u> | <u>Page:</u> | <u>Revision:</u> |
|--------------|--------------|---|
| 2024-03-09 | 8 | Updated mailing address |
| 2024-03-09 | 11 | Revised NOV law and regulation citations for consistency |
| 2024-06-07 | 1 | Changed Program Name to Automated School Bus Enforcement (ASBE) (typ.) |
| 2024-06-07 | 5 | Sec. 3.2 revised to clarify and simplify process. Added accessibility provisions. |
| 2024-06-07 | 7 | Sec. 3.4 revised to clarify and simplify process |
| 2024-06-07 | 8 | Sec. 3.5.1.3 revised to clarify that hardcopy check is the standard payment |
| 2024-06-07 | 9 | Sec. 3.5.2 revised to prescribe a monthly invoice process for reimbursements |
| 2024-08-20 | 8 | Sec. 3.5.1.3 changed checks payable to "Commonwealth of PA" |
| 2025-05-13 | All | Major rewrite for simplification; <u>new section numbers, titles and page numbers</u> |
| 2025-05-13 | 2 | Added School Entity responsibilities |
| 2025-05-13 | 2 | Sec. 2 added Records Retention |
| 2025-05-13 | 5 | Sec. 3 enhanced hearing option for Determinations Without Attendance |