**Printing Bus Badges**

The program to print bus badges is available in the new Transportation program through the Technology Services website. The program allows schools to print various transportation reports including the Master Street report and Master Stop report for their school. One of the reports allows schools to print badges for elementary students including Kindergarteners. To print badges, please follow the instructions below:

1. Open your browser (i.e. Chrome, Firefox, Edge)
2. Go to the technology services website at https://webapps.riversideunified.org
3. Choose the applications menu as seen in the picture below and click on the Transportation link
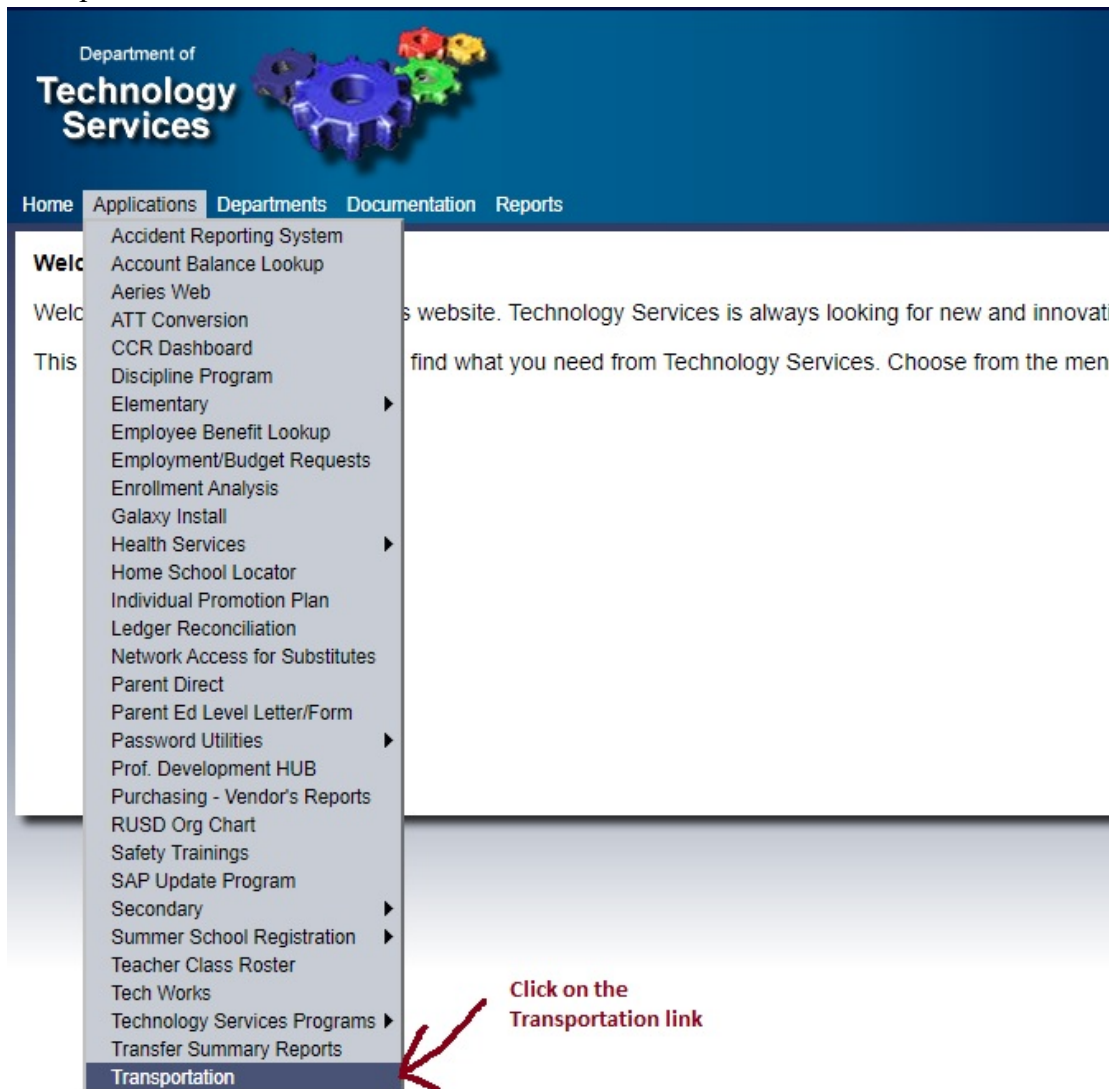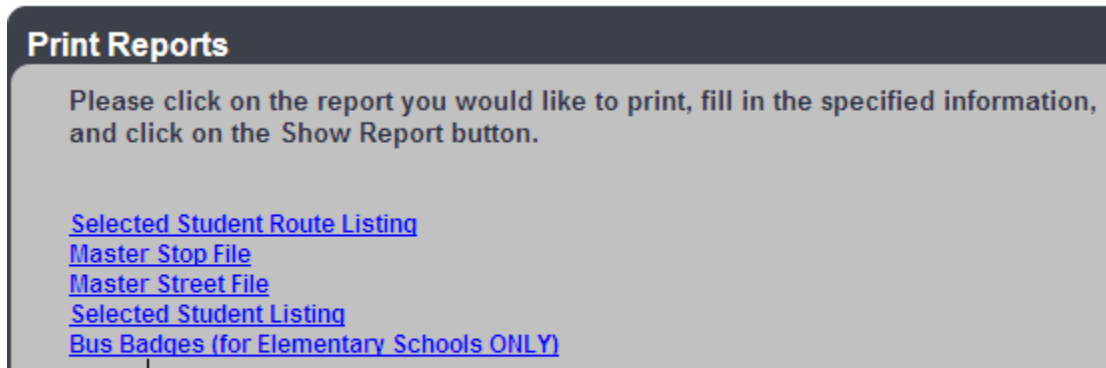
4. You will then be directed to the Transportation Program where you can enter your windows user id and password and click the Login button
5. Once you are logged in, please click on the Print Report link on the left side of the web page
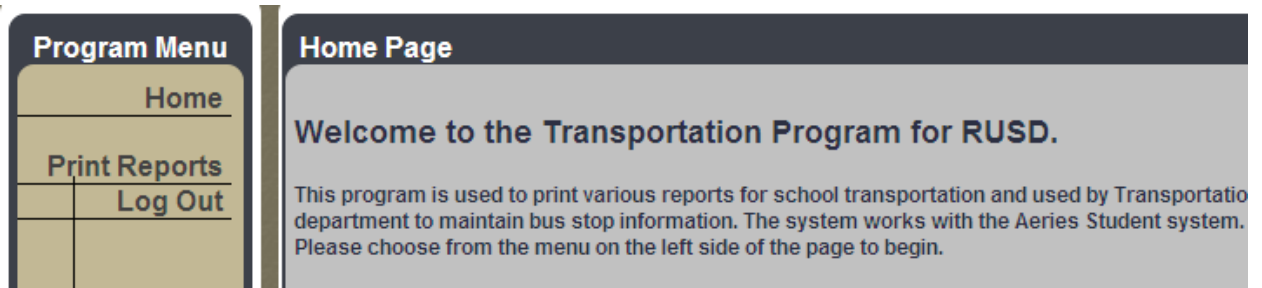
Click here to access the bus badge report

6. Then click on the Bus Badge link as shown on the next page

Click on the Bus Badge link

7. Choose from the options available. You can choose to print badges for different grade levels. In addition, you can print badges similar to the old program or print badges on Avery 5160 labels.
8. Click the Show Report button

Print Reports

Please click on the report you would like to print, fill in the specified information, and click on the Show Report button.

Selected Student Route Listing
Master Stop File
Master Street File
Selected Student Listing
Bus Badges
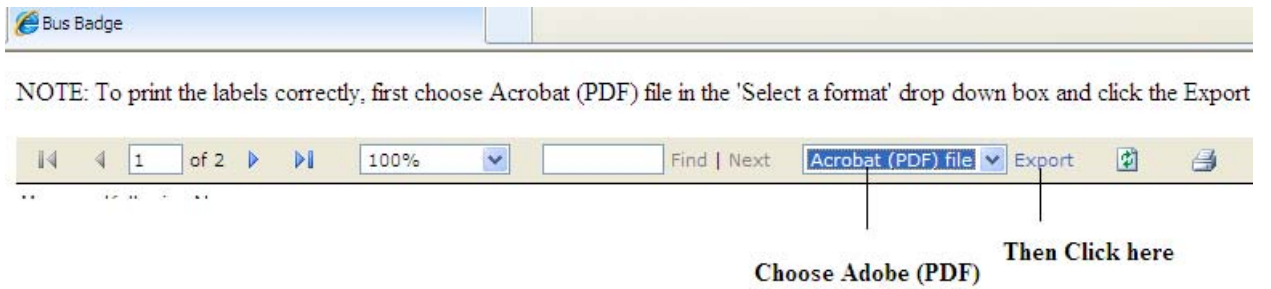   Please choose a schoool & grade and click Show Report to view the report.

School [Kennedy Elementary School ▼]   Grade [KA & KP ▼]

Label Type [Avery 5160 ▼] [Show Report]

Choose from here

Click here to view the report

9. A new web page will display the report

NOTE: To print the labels correctly, first choose Acrobat (PDF) file in the 'Select a format' drop down box and click the Export

Choose Adobe (PDF)

Then Click here

10. On top of the new page, choose the 'Adobe (PDF) file' format and click the Export link.
11. A dialog box will open asking to Open, Save, or Cancel the file. Choose open.
12. Print the report