



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING
EDWARDS AIR FORCE BASE CALIFORNIA**

MEMORANDUM FOR EDWARDS AIR FORCE BASE RIDESHARE DRIVERS

FROM: 412 TW/CC

SUBJECT: Edwards Air Force Base Rideshare Program Policy

OVERVIEW:

1. Edwards Air Force Base (EAFB) is excited to welcome your business onto the installation, and we thank you for supporting our men and women in uniform, as well as their families. Safety is of the utmost importance here at Edwards AFB and it is imperative that all rideshare program drivers understand the policies and security requirements for installation access and use. Below you will find pertinent information regarding base access credentials, background checks and suitability factors, and actions to be taken if a driver abuses their base access credentials and privileges.

VEHICLE CONSIDERATIONS:

2. Electric vehicles are highly discouraged. Edwards AFB does not have charging stations for electric vehicles.
3. Self-driving and/or autonomous vehicles are prohibited from entering the installation.

BASE ACCESS CREDENTIALS:

4. All rideshare program drivers will be issued a Defense Biometrics Identification System (DBIDS) card upon favorable conclusion of a background check and signed copy of this policy. The DBIDS card will be issued by Security Forces at the Visitor Control Center (VCC) and will be valid for 12 months. Upon expiration of the driver's DBIDS credential they can either request renewal, which will require another background check, or they may opt out of the rideshare program and will be required to surrender their DBIDS credential. Prior to any DBIDS credentials being issued, Security Forces will submit a Rideshare Task Information Sheet (**Attachment 2**) to the owning rideshare company. This form will outline ID requirements for drivers, Visitor Control Center (VCC) hours of operations and address, additional documentation requirements (insurance, registration, etc.) and any other pertinent information for the company, as deemed appropriate by Security Forces.

a. If a driver surrenders their DBIDS credential but chooses to participate in the rideshare program again in the future, they will be required to complete the entire base access application process again.

b. If a driver chooses to continue participating in the base rideshare program and still meets all suitability factors for base access, they may submit a DBIDS credential renewal request within 30 days of their existing credential's expiration date. This policy must also be re-signed prior to receiving a new DBIDS card.

- (1). Civilian rideshare drivers are **not** authorized to sponsor passengers onto the installation.
- (2). A pre-identified rideshare representative will be granted sponsorship privileges and will be the only one authorized to sponsor drivers during the DBIDS issuance process.
- c. Base access credentials for participants in the rideshare program will only be available to U.S. Citizens. U.S. Permanent Residents and Foreign Nationals **are not** eligible to receive a DBIDS credential for the base rideshare program currently. This restriction is subject to change at the discretion of the Installation Commander.
- d. In order for a driver to receive a DBIDS credential, they will be required to visit the Edwards AFB Visitor Control Center. On the day of their visit, the driver must present two unexpired forms of identification. Acceptable identification includes Social Security Card, U.S. Passport, REAL ID compliant Driver's License, Birth Certificate, Other Federal Department PIV compliant ID containing a photograph, a U.S. Coast Guard or Merchant Mariner Card ID. All identification types must be presented in hard copy form; digital forms will not be accepted. Identification must be original or certified copies; photocopies will not be accepted.
- e. All rideshare drivers will have the following site warnings on the back of their DBIDS credential and in their DBIDS profile:
- (1). *"[RIDESHARE SERVICE TYPE] DRIVER – MUST BE ACTIVELY PICKING UP OR DROPPING OFF CUSTOMER FOR BASE ACCESS."*
- (2). *"ENTRANCE RESTRICTED TO NORTH AND WEST GATES ONLY"*
- f. Service members who participate as rideshare drivers during off duty hours, along with dependents and retirees, will be required to carry a DBIDS card, regardless of whether they already possess a valid military credential (Common Access Card, Dependent ID, etc.). Their DBIDS credential will be used solely for rideshare services.
- g. It is the responsibility of the respective rideshare company to promptly notify Security Forces, via phone at (661) 277-5877, of any changes to driver status, to allow for appropriate action to be taken. Failure to do so may result in prolonged vetting, delayed card issuance, etc.
- h. To ensure Edwards AFB has the most current list of drivers participating in the rideshare program, companies will forward a list of all active drivers with base access to Security Forces on a monthly basis. If any errors or outdated information is identified by Security Forces, the respective rideshare company will be notified.

VETTING REQUIREMENTS:

5. All rideshare program drivers will have a background check completed by the 412th Security Forces Squadron. If the background check comes back favorable, the driver will be cleared to receive a DBIDS credential. If the background check comes back unfavorable, the driver is subject to base access denial. Reasons for base access denial, in accordance with DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, *Installation Perimeter Access Control*, and the 412th Test Wing Base Defense Plan 31, include, but are not limited to:

- a. The individual's name appears in a Federal or State agency's alert type list or hit list for criminal behavior or terrorist activity.
 - b. The individual knowingly and willfully engaged in acts or activities designed to overthrow the U.S. Government by force in any jurisdiction, or in any country regardless of how long ago the offense was.
 - c. The individual has a conviction for espionage, treason, terrorism, intent to terrorize, or murder.
 - d. The individual has a felony conviction (within the last 10 years) for possession, distribution, use, or manufacturing of an explosive, explosive device, or weapon.
 - e. The individual has a felony conviction (within the last 10 years) for any type of assault, arson, burglary, robbery, mayhem, battery with serious bodily injury or similar offenses.
 - f. The individual committed a felony involving any type of threat or disruption to the public (terroristic threats, inciting a riot, threatening criminal activity, etc.).
 - g. The individual has any gang related convictions.
 - h. The individual has any misdemeanor convictions (within the last 2 years) for importation, distribution, or manufacturing of a controlled substance.
 - i. The individual has any misdemeanor convictions (within the last 2 years) for three (3) or more convictions of Driving Under the Influence (DUI) within the past 2-year timeframe.
6. If at any time a driver no longer meets base access eligibility requirements (i.e. they fall within one or more of the conditions listed in paragraph 3), their base access credentials may be revoked and their access to base may be denied.

BASE ACCESS AND RESTRICTIONS:

7. Upon arrival at the gate, rideshare drivers will be required to present their DBIDS credential to Security Forces. The driver will also be required to present valid military credentials of all passengers in the vehicle. Any passenger who does not have a valid military credential will not be permitted on base and will be required to get sponsored on by a military affiliated individual.
- a. In addition to ID verification for all vehicle occupants, the rideshare driver will be required to show proof of an active order via the rideshare app or other means. **Note:** If the driver refuses or fails to show proof of an active order for a customer on the installation, they will be denied base access and directed to turn around by Security Forces.
8. While on base, rideshare drivers are required to stay within the confines of their operating area. This area is designated via a "geo-fence," provided by the installation's Base Civil Engineer. Rideshare apps (Uber, Lyft, etc.) will program this geo-fence into their respective apps, to restrict drivers to specific routes within the geo-fence.
9. Rideshare drivers are prohibited from visiting and/or using base facilities and services while on base. These facilities and services include, but are not limited to:

- a. Retail: Commissary, Base Exchange, Shoppette, etc.
- b. Recreation: Golf Course, Bowling Alley, Base Gymnasium, Flight Test Museum, etc.

VIOLATIONS AND ASSOCIATED PENALTIES:

10. While on base, rideshare drivers will adhere to all local, state, and federal laws as well as all posted installation policies and directives. The following violations (**THIS LIST IS NOT EXHAUSTIVE**) and associated penalties will be enforced while on Edwards AFB but are subject to change at the discretion of the Installation Commander or his appointed designee. In the event of an on-base violation or infraction, the appropriate rideshare company will be notified of what the violation was, when it occurred, who committed it, and the penalties associated with the violation. Security Forces will direct the respective rideshare program to remove said individual from any base access eligibility the company may have. It will be at the discretion of that rideshare company to determine any additional administrative or disciplinary actions to take against the driver.

a. *Traffic violations – Speeding.* **Note:** the point system at Edwards AFB is only applicable to a driver's on-base driving privileges. The base point system does not go towards a driver's DMV record.

(1). Speeding; 1-10 mph over the limit: **1st Offense** (3 points), **2nd offense** (3 points and 30-day on base driving suspension), **3rd offense** (3 points and 1-year on base driving suspension if it falls within 12 months of the previous offense).

(2). Speeding; 11-15 mph over the limit: **1st Offense** (4 points and 15-day on base driving suspension), **2nd offense** (4 points and 30-day on base driving suspension), **3rd offense** (4 points and 1-year on base driving suspension if it falls within 12 months of the previous offense).

(3). Speeding; 16-20 mph over the limit: **1st Offense** (5 points and 30-day on base driving suspension), **2nd offense** (5 points and 90-day on base driving suspension), **3rd offense** (5 points and 1-year on base driving suspension if it falls within 12 months of the previous offense).

(4). Speeding; 21-24 mph over the limit: **1st Offense** (6 points and 3-month to 6-month on base driving suspension), **2nd offense** (6 points and 1-year on base driving suspension if it falls within 12 months of the previous offense).

(5). Speeding; 25 mph and over the limit: **1st Offense** (6 points and 6-month to 1-year on base driving suspension), **2nd offense** (6 points and 2-year on base driving suspension if it falls within 12 months of the previous offense).

(6). Speeding in housing and school zones: **1st Offense** (6 points and 15-day to 30-day on base driving suspension), **2nd offense** (6 points and 30-day to 12-month on base driving suspension).

b. *Traffic Violations – Driving Under the Influence (DUI).* Rideshare drivers operating under the influence of alcohol or substance will be stopped and detained by Security Forces. If the driver is a civilian and is determined to be under the influence of an intoxicant, the individual will be turned over to the appropriate civilian law enforcement agency, issued a 1-year on base driving suspension, removed from the rideshare program, and subject to criminal prosecution. If the driver is a military

member and is determined to be under the influence of an intoxicant, they will be deferred to their chain of command for any follow-on actions, receive a 1-year on base driving suspension, removed from the rideshare program, and subject to criminal prosecution.

c. *Fraudulent Orders.* Rideshare drivers who provide a fake customer drop-off/pickup order, when directed by Security Forces, will have their DBIDS credential revoked and immediately turned around. The driver will lose base access privileges on the grounds of attempted unauthorized access using false pretenses and will be subject to arrest and criminal prosecution.

d. *Geo-Fence Breaches.* Rideshare drivers are directed to stay within the boundaries of the geo-fence provided to them. If stopped by Security Forces, and the driver is not within the confines of the geo-fence, they will be removed from the installation. **1st Offense** (program participation suspension as determined by 412 SFS/CC). **2nd Offense** (DBIDS credential revoked and removal from rideshare program).

e. *Misuse of Base Facilities and Services.* Rideshare drivers who are caught using or attempting to use base services and facilities will have their DBIDS credentials revoked and be removed from the rideshare program. They will be ineligible to participate in the program for 12 months, starting on the date of their violation.

f. *Unauthorized Access to Restricted/Controlled Areas, Flightline or adjacent areas, and/or close proximity to critical resources and special programs.* Rideshare drivers who enter Restricted/Controlled Areas, drive to, on, or around the flightline and its adjacent areas/facilities, or who go into or around areas housing critical resources, special programs, or similar in nature will be immediately removed from base and will have their DBIDS access revoked. The driver will also be removed from the rideshare program and subject to arrest and criminal prosecution.

11. My point of contact for the Edwards AFB rideshare program is 1st Lt Luke Pongratz, 412 SFS/S5, DSN 277-6327, commercial (661) 277-6377 or via email at luke.pongratz.1@us.af.mil.

THOMAS M. TAUER, Colonel, USAF
Commander, 412th Test Wing

ACKNOWLEDGEMENT:

1. I, _____, have read the Edwards Air Force Base Rideshare Policy, and understand all requirements, policies, and procedures while participating in the installation's rideshare program. Additionally, I acknowledge that failure to adhere to this policy may result in my removal and/or denial from Edwards Air Force Base, my base access credentials being revoked, loss of eligibility to participate in the installation rideshare program, and/or other penalties as deemed appropriate by the Installation Commander. Furthermore, I consent to and acknowledge the items outlined in **Attachment 1, Prohibited Items**.

2. I understand that this policy letter must be signed prior to receiving a base access credential and that failure to do so will make me ineligible for base access as a rideshare driver.

3. A copy of this signed document must be sent by my rideshare company (employer) to the 412th Security Forces Squadron, within 15 days of signature, for record keeping purposes.

(Signature)

(Date Signed)

Attachment 1, Prohibited Items

1. By operating a motor vehicle on Edwards Air Force Base, you consent to the following:

- a. Blood, breath, and urine test to determine the influence of intoxicants.
- b. Vehicle inspection, search or seizure while it is entering or leaving the installation.
- c. Removal, temporary impoundment and reimbursement for towing/storage/disposal.

2. The following items are prohibited on Edwards Air Force Base:

<ul style="list-style-type: none"> • Firearms or similar device that expels a projectile through the action of an explosive • BB or pellet guns. • Compressed air guns. • Flare guns. • Realistic replicas or toy firearms. • Spear guns. • Starter pistols. • Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices. • Axes and hatchets. • Bows and arrows. Throwing stars (martial arts). • Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 3 ½ inches. 	<ul style="list-style-type: none"> • Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors. • Blasting caps or detonators. • Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate or other explosive components. • Hand grenades, mines, bombs, rockets, missiles, pipe bombs, plastic explosives. • Illegal controlled substances (heroin, marijuana, “medical” marijuana cocaine, ecstasy, THC oil, etc...). • Drug paraphernalia. • Drones (small Unmanned Aircraft Systems, Unmanned Aircraft Systems, Quadcopters, RC Airplanes/Helicopters).
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Attachment 2, Rideshare Information Sheet

Security Forces will complete the following form and return to rideshare companies. Questions can be directed to the installation POCs identified in this form.

Installation Service(s) requested – please check	Edwards Air Force Base, California <input type="checkbox"/> Uber Rides <input type="checkbox"/> Uber Eats
Primary Installation POC	First Name: Last Name: Title: Email:
Alternate Installation POC	First Name: Last Name: Title: Email:

Task Name	Security Forces Use Only	Notes
Geo-Fence Provided?		Rideshare companies will program this into their respective apps and provide proof that this task has been accomplished within 5-duty days of receiving this form
VCC address		This address will be provided to drivers and/or couriers interested in obtaining installation access
VCC days and hours of operations	Mon: Tues: Wed: Thurs: Fri: Sat: Sun:	These hours will be provided to drivers and/or couriers interested in obtaining installation access.
Which of the following classifications are allowed to participate? Please check accordingly.	<input type="checkbox"/> US Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Foreign National	Rideshare companies will communicate this requirement to potential drivers and/or couriers.
Are there any additional requirements outside of Driver License, vehicle insurance and vehicle registration that driver and/or couriers will need to bring with them when applying for base access?		Rideshare companies will communicate any additional requirements to potential drivers and/or couriers.
How long will base access credentials be valid for?		Recommend credentials remain valid for 1-year.
Additional Comments/Information:		

