

## 1.3 Equipment

### **PROJECT OFFICE EQUIPMENT**

The project office will be furnished with the quantity and type of equipment and supplies required to carry out the responsibilities of the project office staff. The Project Manager is responsible for notifying appropriate district or region/area personnel of current and future equipment and supply needs. The request for and receipt and transfer of equipment shall be in accordance with applicable ALDOT policies and directives of the region/area equipment manager. Required documentation of equipment transfers may include [Form E-18B – Property Transfer Report](#), which may be found in the Comprehensive Equipment Management System (CEMS). The ALDOT Equipment Manual and region/area or district equipment managers can provide additional information.

Project personnel may be assigned furniture, hand tools, computers, surveying equipment, sampling and testing equipment, and vehicles. General policies regarding vehicle usage is provided below and may be supplemented by region/area specific policies and directives. Care for equipment is the responsibility of the user. Users will be held accountable for the whereabouts, condition, and cause of condition of any equipment or supplies assigned or used. Equipment and supplies shall be used and cared for in accordance with recommendations of the manufacturer and in a manner that ensures that ALDOT receives the full and expected benefit from the purchase of the equipment or supplies. In no case should ALDOT employees use ALDOT owned equipment or supplies for personal use.

### **LOST, STOLEN, OR DAMAGED EQUIPMENT**

Should equipment be lost, stolen, or damaged the [ALDOT Equipment Manual section IX “Disposal of State Owned Equipment and Supplies”](#) and region/area policies should be referenced and procedures followed.

### **ALDOT OWNED VEHICLES**

In no case should ALDOT employees use ALDOT owned vehicles for personal use.

Vehicular maintenance for ALDOT’s rental fleet of equipment should be in accordance with the [ALDOT Equipment Manual “Form E-2 Work Request and Discrepancy Report”](#).

Information regarding vehicular accidents can be found in the [ALDOT Equipment Manual section XIII “Accident Reports”](#).