Motor Pool FAQ's

1. Where is the Motor Pool located?

Municipal Garage
1221 SW 1st Avenue
Portland, Oregon 97204
(1st floor of the Smart Park, just around the corner from P&D)
Phone: 503-823-4341
Shop Supervisor: Marv Navarro

2. What are the hours of operation?

Monday-Friday 7:30AM-5:30PM
Reservation start and return times must be within this window as the shop is locked up at 5:45PM.

3. Who is eligible for using a Motor Pool vehicle?

City employees conducting city business with bureau approval may use the Motor Pool. Individuals must be 18 years or older and possess a valid driver's license. In addition they must have an acceptable driving record - evaluated by their own bureau through Risk Management - and they must complete one of the City's defensive driving courses. Refer to BHR Administrative Rule 4.13

4. What types of vehicles are available in the Motor Pool?

Micro Smart Car
Electric Sedans
Hybrid Sedan
Sedans
Pickup
Minivans (Call 503-823-4341 for assistance with Stow 'N Go option)
Electric and Regular Bicycles (helmets available)

5. How do I get the keys from the Key Manager?

Keys can be picked up 15 minutes prior to your reservation start time in one of two ways:

1. Enter your confirmation code on the Key Manager keypad
2. Hold your data key fob in front of the reader screen and follow the prompts to enter your PIN which will pull up your next reservation at the Key Manager. This eliminates the need to remember or print out a new confirmation code for each reservation.

6. How do I fuel a Motor Pool vehicle?

We ask that all drivers check their fuel gauge before leaving the garage and to fill up the tank upon returning as a courtesy to their coworkers. There is a fueling station located in the Motor Pool garage.

7. What if I am not near a city fueling site?

If you have to fuel at a public fueling site, keep the receipt and turn it in to your bureau for petty cash reimbursement.

8. What are the rates?

Vehicles (micro smart car, electric sedans, hybrids, sedans, minivans, pickup)
$6.50/hour
$32/day maximum
$150/week
$560/month
Regular Bicycles
$0.25/hour or $10/day maximum
Bicycles with Electric Assist Motor
$3.00/hour or $20/day maximum

9. Are there any fees?

Late Fees/Cancellation Fees: None
Weekends and Holidays: No Charge
No Show Flat Fee Charge: $10.00
Lost Data Key Fob Replacement: $9.00/each

10. What if I am running late and return the vehicle after my scheduled return time?

The Key Manager will identify a late return and automatically rotate the next reservations so that the next scheduled driver will have a vehicle. You will receive an automated email stating that the keys have not been returned. Your reservation will be automatically extended for 15 minutes at a time until the vehicle is returned. You are charged for the time the keys are out of the Key Manager.

11. What if I need a vehicle for more than a month?

Special rentals can be arranged. Call 503-823-2277 or email motorpool@portlandoregon.gov to make a special request.

12. Can I rent a Motor Pool vehicle for personal use?

No, Motor Pool vehicles are for city business only.

13. Do I need to pay when I park a Motor Pool vehicle on a metered street?

City vehicles identified by public registration plates may park on a City of Portland street for free for the maximum meter hours posted. If a vehicle is parked longer, the vehicle can be ticketed. Like any other ticket incurred in a city vehicle, the driver is personally responsible for paying any fines.