



# Motor Pool FAQs

## 1. Where is the Motor Pool located?

Municipal Garage

1221 SW 1<sup>st</sup> Avenue, Portland, Oregon 97204

(1<sup>st</sup> floor of the Smart Park, just around the corner from P&D)

**Shop Supervisor:** Dan Baker

**Phone:** 503-823-4341

## 2. What are the hours of operation?

Monday-Friday 7:30AM-5:30PM

Reservation start and end times must be within this window.

## 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?

Electric Sedans

Hybrid Sedan

Sedans

Pickup

Minivans (call for Stow 'N Go assistance)

Electric and Regular Bicycles

## 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

## 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 submit it to your bureau for reimbursement.

**8. What are the FY19-20 rates?**

**Vehicles (electric sedans, hybrids, sedans, minivans, pickups)** \$8.25/hour

\$38/day maximum

\$187/week

\$629/month

**Regular Bicycles**

No charge

**Bicycles with Electric Assist Motor**

No charge

**9. Are there any fees?**

Late Fees/Cancellation Fees: None

No Show Flat Fee Charge: \$10.00

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

Please make every effort to return your vehicle on time as the number of vehicles we have available is limited and another City employee may be waiting to use the vehicle after you. If you are unsure of how long you will need a vehicle, we encourage you to make a longer reservation than you think you may need, in order to allow for any potential delays. If you return your vehicle earlier than the end of your reservation, you will only be charged for the time you had it checked out.

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

Special rentals can be arranged. Please contact your bureau's fleet coordinator 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.

**14. What if I need roadside assistance with my motor pool vehicle?**

Should you need roadside assistance with a motor pool vehicle (ex: flat tire, locked keys inside, tow, etc.), contact the Municipal Garage at 503-823-4341 (M-F, 7:30am-5:30pm) or the Kerby Garage at 503-823-1806 (24 hours, M 6:30am - F 11:30pm). For after-hours emergency weekend assistance, contact the tow desk at 503-528-7468. Charges for emergency roadside assistance will apply.