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# Example of Dispatcher Job Description

Our innovative and growing company is hiring for a dispatcher. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for dispatcher

* Ensure that all trucks are within hours of service regulations
* Complete other projects and special assignments as requested by manager and/or Senior Management
* Prepares loading and driver sheets showing the route assigned and ensures that each driver is provided an accurate and understandable listing of stops for any particular day
* Notifies District and CSC personnel of all changes in route assignments, emergency situations, accidents, breakdowns or any other event that will disrupt service
* Maintains route documentation and records (relevant contract requirements, school information, student data, route changes, relevant maps, vehicle details, bus assignments, driver details) for the purpose of providing accurate and reliable information to customers and complies with school board and province requirements
* Oversee and participate in the maintenance of Driver Qualification Files, DOT Log Files and Vehicle Condition Reports for all drivers and equipment
* Pays close attention to detail and adheres to standard operating procedures
* Perform work as directed by management
* Monitors and maintains driver daily log files
* Monitors and maintains drivers’ status and update files accordingly

## Qualifications for dispatcher

* Ensure driver and equipment availability in order to perform on-time deliveries
* Communicate with Customer Service personnel regarding all issues that impact the customer's delivery
* Review loading documents provided by the warehouse personnel
* Generate packing list and ship out orders in the Prism system
* Coordinate inbound loads with Receiving and Purchasing departments
* Must be able to work independently and make decisions