Downloaded from <https://www.velvetjobs.com/job-descriptions/transportation-dispatcher>

# Example of Transportation Dispatcher Job Description

Our company is growing rapidly and is hiring for a transportation dispatcher. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for transportation dispatcher

* Maintains data integrity in multiple computer programs (such as KRONOS, FADV)
* Completes and coordinates documentation as required for DOT regulations
* Monitors materials, products and equipment and reports irregularities to supervisor/manager
* Recommends improvements to reduce cost drive productivity within the department to achieve the targeted KPIs
* Ensures work area is clean and organized at all time
* Assists the Supervisor/Manager as assigned or as needed
* Dispatches busses on various routes based on school schedule
* Maintains and updates dispatch system
* Monitors time and attendance records and maintains timesheets
* Enter data via computer and hand written to complete necessary reports

## Qualifications for transportation dispatcher

* Minimum 1 year experience in a Transportation environment
* Minimum 1 year experience working in a luxury hospitality environment
* 3 years of experience in the field or related area/will train
* Demonstrated ability to read blueprints, drawings and other documentation
* Must be an organized, self-starter, with a detail oriented personality
* Able to negotiate with vendors concerning product prices